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**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**

**A COMPONENT UNIT OF THE STATE OF LOUISIANA**

**METAIRIE, LOUISIANA**

**FOR THE FISCAL YEAR ENDED**

**JUNE 30, 2001**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 9-26-01

**Ericksen, Krentel, Canton & LaPorte, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**

4227 Canal Street

New Orleans, Louisiana 70119-5996

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## INDEPENDENT AUDITORS' REPORT

The Board of Governors  
Jefferson Parish Human Services Authority  
Metairie, Louisiana

We have audited the accompanying general purpose financial statements of the Jefferson Parish Human Services Authority (the Authority), a component unit of the State of Louisiana, as of and for the year ended June 30, 2001, as listed in the table of contents. These general purpose financial statements are the responsibility of the Jefferson Parish Human Services Authority's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the Louisiana Governmental Audit Guide, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Jefferson Parish Human Services Authority as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 21, 2001, on our consideration of the Jefferson Parish Human Services Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Board of Governors  
Jefferson Parish Human Services Authority  
August 21, 2001  
Page 2

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. Schedules "1" and "2" listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Jefferson Parish Human Services Authority. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general purpose financial statements of the Jefferson Parish Human Services Authority. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying State of Louisiana, Division of Administration Financial Statements is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Jefferson Parish Human Services Authority. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

August 21, 2001

  
Certified Public Accountants



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**COMBINED BALANCE SHEET - GOVERNMENTAL FUND TYPE**  
**AND ACCOUNT GROUPS**  
**JUNE 30, 2001**

**ASSETS AND OTHER DEBITS**

	Account Groups			Total (Memorandum Only)
	General Fund	General Fixed Assets	General Long-Term Debt	
<b><u>ASSETS:</u></b>				
Cash	\$ 566,853	\$ -	\$ -	\$ 566,853
Receivables:				
State	370,528	-	-	370,528
Jefferson Parish	11,367	-	-	11,367
Grants	593,499	-	-	593,499
Medicare/Medicaid	87,763	-	-	87,763
Other	11,893	-	-	11,893
Inventory	431,747	-	-	431,747
Short-term investments	790,252	-	-	790,252
Furniture and equipment	-	756,648	-	756,648
Leasehold improvements	-	1,394,517	-	1,394,517
	<u>2,863,902</u>	<u>2,151,165</u>	<u>-</u>	<u>5,015,067</u>
Total assets				
<b><u>OTHER DEBITS:</u></b>				
Amount to be provided for payment of:				
Compensated absences	-	-	518,395	518,395
Capital lease obligations	-	-	8,356	8,356
	<u>-</u>	<u>-</u>	<u>526,751</u>	<u>526,751</u>
Total other debits				
	<u>\$ 2,863,902</u>	<u>\$ 2,151,165</u>	<u>\$ 526,751</u>	<u>\$ 5,541,818</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**COMBINED BALANCE SHEET - GOVERNMENTAL FUND TYPE**  
**AND ACCOUNT GROUPS**  
**JUNE 30, 2001**

**LIABILITIES, EQUITY AND OTHER CREDITS**

	Account Groups			Total (Memorandum Only)
	General Fund	General Fixed Assets	General Long-Term Debt	
<b><u>LIABILITIES:</u></b>				
Accounts payable	\$ 917,455	\$ -	\$ -	\$ 917,455
Accrued expenses	150,664	-	-	150,664
Due to State of Louisiana	22,767	-	-	22,767
Deferred revenue	400,576	-	-	400,576
Compensated absences	-	-	518,395	518,395
Capital lease obligations	-	-	8,356	8,356
Total liabilities	<u>1,491,462</u>	<u>-</u>	<u>526,751</u>	<u>2,018,213</u>
<b><u>EQUITY AND OTHER CREDITS:</u></b>				
Investment in general fixed assets	-	2,151,165	-	2,151,165
Fund balance:				
Reserved:				
Reserved for inventory	431,747	-	-	431,747
Unreserved:				
Designated for repairs and improvements	300,000	-	-	300,000
Designated for subsequent year's expenditures	590,693	-	-	590,693
Undesignated	50,000	-	-	50,000
Total equity and other credits	<u>1,372,440</u>	<u>2,151,165</u>	<u>-</u>	<u>3,523,605</u>
	<u>\$ 2,863,902</u>	<u>\$ 2,151,165</u>	<u>\$ 526,751</u>	<u>\$ 5,541,818</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2001**

	<u>General Fund</u>
<b><u>REVENUES:</u></b>	
Intergovernmental	\$ 16,734,312
Other revenues	953,400
	<hr/>
Total revenues	17,687,712
	<hr/>
<b><u>EXPENDITURES:</u></b>	
Outpatient services	2,896,078
Developmental disabilities	3,228,493
Community support	3,195,839
Administration	2,026,083
IMPACTS	1,249,136
Access	475,397
Children and family	2,611,447
Utilization management	1,904,583
	<hr/>
Total expenditures	17,587,056
	<hr/>
Excess of revenues over expenditures	100,656
	<hr/>
<b><u>OTHER FINANCING SOURCES:</u></b>	
Capital leases	9,837
	<hr/>
Total other financing sources	9,837
	<hr/>
Excess of revenues and other financing sources over expenditures	110,493
	<hr/>
Fund balance at beginning of year	992,690
	<hr/>
Increase in reserve for inventory	269,257
	<hr/>
Fund balance at end of year	<u><u>\$ 1,372,440</u></u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**ACTUAL AND BUDGET (BUDGETARY BASIS) - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2001**

	General Fund				
	Actual	Adjustment to Budgetary Basis	Actual on Budgetary Basis	Budget	Variance Favorable (Unfavorable)
<b>REVENUES:</b>					
Intergovernmental	\$ 16,734,312	\$ 5,479	\$ 16,739,791	\$ 16,902,730	\$ (162,939)
Other revenues	953,400	-	953,400	871,000	82,400
<b>Total revenues</b>	<b>17,687,712</b>	<b>5,479</b>	<b>17,693,191</b>	<b>17,773,730</b>	<b>(80,539)</b>
<b>EXPENDITURES:</b>					
Outpatient services	2,896,078	(1,410)	2,894,668	3,005,705	111,037
Developmental disabilities	3,228,493	3,131	3,231,624	3,249,458	17,834
Community support	3,195,839	#REF!	3,197,865	3,504,596	306,731
Administration	2,026,083	(64)	2,026,019	2,098,906	72,887
IMPACTS	1,249,136	2,656	1,251,792	1,321,422	69,630
Access	475,397	(77)	475,320	436,634	(38,686)
Children and family	2,611,447	(388)	2,611,059	2,784,142	173,083
Utilization management	1,904,583	(395)	1,904,188	1,997,483	93,295
<b>Total expenditures</b>	<b>17,587,056</b>	<b>5,479</b>	<b>17,592,535</b>	<b>18,398,346</b>	<b>805,811</b>
<b>Excess of revenues over expenditures</b>	<b>100,656</b>	<b>-</b>	<b>100,656</b>	<b>(624,616)</b>	<b>725,272</b>
<b>OTHER FINANCING SOURCES:</b>					
Capital leases	9,837	-	9,837	-	9,837
<b>Total other financing sources</b>	<b>9,837</b>	<b>-</b>	<b>9,837</b>	<b>-</b>	<b>9,837</b>
<b>Excess of revenues and other financing sources over expenditures</b>	<b>110,493</b>	<b>-</b>	<b>110,493</b>	<b>\$ (624,616)</b>	<b>\$ 735,109</b>
<b>Fund balance at beginning of year</b>	<b>992,690</b>	<b>-</b>	<b>992,690</b>		
<b>Increase in reserve for inventory</b>	<b>269,257</b>	<b>-</b>	<b>269,257</b>		
<b>Fund balance at end of year</b>	<b>\$ 1,372,440</b>	<b>\$ -</b>	<b>\$ 1,372,440</b>		

See accompanying NOTES TO FINANCIAL STATEMENTS



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 2001**

**(1) NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

The Jefferson Parish Human Services Authority (the Authority) was created on July 1, 1991, in accordance with Act 458 of the 1989 Regular Session and Act 94 of the 1990 Regular Session of the Louisiana Legislature. Act 238 of the 1992 Regular Session of the Louisiana Legislature extended all statutory authority for the existence of the Authority until July 1, 1998, with Act 723 of the 1995 Regular Session of the Louisiana Legislature repealing the "sunset clause". The Authority was created as a Special Parish District to direct the operation and management of outpatient services, developmental disabilities, community support, and special services for Jefferson Parish.

**Reporting Entity**

Due to its fiscal dependency on the State of Louisiana, the Authority has been determined to be a component unit of the reporting entity of the State of Louisiana. The accompanying financial statements present information only on the funds maintained by the Authority and do not present information from the State of Louisiana, the general government services provided by that governmental unit, or the other governmental units that comprise the State of Louisiana's financial reporting entity. The Authority has no component units.

**Fund Accounting**

The accounts of the Authority are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund balance, revenues and expenditures or expenses as appropriate. The various funds are summarized by type in the financial statements. The following fund types and account groups are used by the Authority.

**Governmental Fund Types:**

**General Fund**

The General Fund is the general operating fund of the Authority, and is used to account for all financial resources except those required to be accounted for in another fund.

**General Fixed Assets and General Long-Term Debt Account Groups:**

**General Fixed Assets**

The General Fixed Assets Account Group is used to account for fixed assets used in governmental fund type operations for control purposes. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(1) NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**General Fixed Assets and General Long-Term Debt Account Groups (Continued):**

**General Fixed Assets (Continued)**

Donated fixed assets are valued at their estimated fair value on the date of donation. No depreciation is recorded on general fixed assets.

**General Long-Term Debt**

The General Long-Term Debt Account Group is used to account for long-term liabilities to be financed from government funds, and for those long-term liabilities to be liquidated with resources to be provided in future periods.

**Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt is recognized when due.

**Budgetary Data**

For the year ended June 30, 2001, the Authority adopted an annual budget for the General Fund. The budget is legally enacted and amended through a meeting of the Board of Governors. The presented budget is the budget following amendments.

The budget is prepared primarily on the modified accrual basis of accounting with two exceptions, principally the cash basis for payroll expenditures and certain unbudgeted revenues and expenditures. The accompanying Statement of Revenues, Expenditures, and Changes in Fund Balance -- Actual and Budget (Budgetary Basis) -- General Fund presents comparisons of the legally adopted budget with actual data on the budgetary basis. Budgeted amounts are as originally adopted or as finally amended by the Board of Governors.

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(1) NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Budgetary Data (Continued)**

Because the legally prescribed budgetary basis differs materially from generally accepted accounting principles, actual amounts in the accompanying budgetary comparison statements are presented on the budgetary basis. A reconciliation of the differences between the budgetary and generally accepted accounting principles basis is presented in Note 11.

**Cash**

The Authority is authorized under state law to deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, and the laws of the United States. Under state laws, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of such pledged securities and federal deposit insurance must equal or exceed the amount on deposit with the fiscal agent.

At June 30, 2001, the carrying amount of the Authority's deposits was \$565,403 and the bank balance was \$740,549. Of the bank balances, \$100,000 was covered by federal depository insurance, and \$640,549 was covered by collateral held by the pledging institutions' agent in the Authority's name.

**Receivables**

No allowance has been made for uncollectible receivables as it has been the Authority's experience that all amounts are collected in full.

**Investments**

The Authority is authorized under state law to invest in United States bonds, treasury notes, and other federally insured investments. In accordance with GASB Statement No. 31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools", investments are stated at fair value as determined by quoted market prices; except that short-term, highly liquid investments that have a remaining maturity at the time of purchase of one year or less are shown at amortized cost.

**Inventories**

Inventories in the General Fund consist of expendable pharmaceutical supplies held for consumption and are carried at cost on a first-in, first-out basis. The cost is recorded as an expenditure when purchased. Inventories reported in the General Fund are offset by a fund balance reserve which indicates that it does not constitute "available spendable resources" even though it is a component of net current assets.



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(1) NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Compensated Absences**

Compensated absences consist of annual leave and sick leave and are accrued at year-end according to leave policy. The accrued leave is valued at wage rates plus any payments required to be made by the Authority, including Social Security, Medicare and pension payments. At June 30, 2001, employees of the Jefferson Parish Human Services Authority had accumulated and vested \$518,395 in leave privileges. In the governmental fund, compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and fund liability in the fund that will pay for them. The remainder of the compensated absences liability is reported in the General Long-Term Debt Account Group.

**Reserve for Encumbrances**

Encumbrances are not recorded; therefore, no reservation of fund balance is necessary.

**Designated Fund Balances**

Designated fund balances represent tentative plans for future use of financial resources. Such plans are subject to change and may never be legally authorized or result in expenditures.

**Total Columns on Combined Statements - Overview**

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
JUNE 30, 2001

**(2) INVESTMENTS**

As described in Note 1, the Authority invests excess cash in federally insured investments. Investments of the Authority at June 30, 2001 are as follows:

	<u>Carrying Value</u>	<u>Market Value</u>	<u>Fund</u>
<u>Federal Home Loan Mortgage Corporation</u>			
<u>Discount Notes:</u>			
Held by the Authority's agent in the Authority's name	<u>\$ 197,332</u>	<u>\$ 199,551</u>	General
<u>Federal National Mortgage Association</u>			
<u>Discount Notes:</u>			
Held by the Authority's agent in the Authority's name	<u>\$ 197,476</u>	<u>\$ 198,866</u>	General
<u>Federal Home Loan Banks Discount Notes:</u>			
Held by the Authority's agent in the Authority's name	<u>\$ 395,444</u>	<u>\$ 396,761</u>	General

**(3) CHANGES IN GENERAL FIXED ASSETS:**

A summary of changes in general fixed assets follows:

	<u>Balance at June 30, 2000</u>	<u>Additions</u>	<u>Deletions</u>	<u>Adjustments</u>	<u>Balance at June 30, 2001</u>
Furniture and equipment	\$ 887,530	\$ 103,510	\$ (294,934)	\$ 40,147	\$ 736,253
Equipment under capital lease	50,705	9,837	-	(40,147)	20,395
Leasehold improvements	1,076,911	317,606	-	-	1,394,517
	<u>\$2,015,146</u>	<u>\$ 430,953</u>	<u>\$ (294,934)</u>	<u>\$ -</u>	<u>\$2,151,165</u>

**(4) GENERAL LONG-TERM DEBT**

A summary of general long-term debt is as follows:

	<u>Balance at June 30, 2000</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance at June 30, 2001</u>
Compensated absences	\$ 504,719	\$ 13,676	\$ -	\$ 518,395
Capital lease obligations	<u>6,557</u>	<u>9,837</u>	<u>(8,038)</u>	<u>8,356</u>
	<u>\$ 511,276</u>	<u>\$ 23,513</u>	<u>\$ (8,038)</u>	<u>\$ 526,751</u>



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(5) LEASES**

**Operating Leases**

The Authority has entered into two operating leases for office facilities. One lease is a month to month lease, which was terminated December 31, 2000 and one lease is a long-term lease which expires on April 30, 2006. Future minimum lease payments required under these leases are as follows:

Years ended June 30,	
2002	\$ 508,248
2003	508,248
2004	508,248
2005	508,248
2006	<u>423,540</u>
	<u>\$ 2,456,532</u>

The total amount charged to property rent as a result of these leases was \$537,282 for the year ended June 30, 2001. In addition, one of the leases requires payments for operating expenses of the building after they exceed a set limit. The Authority cannot estimate the lessor's additional operating expenses. Therefore no rent expense is accrued for these contingent payments. Additional charges paid under this lease for the year ended June 30, 2001 was \$50,496.

**Capital Leases**

The Authority is the lessee of office equipment under capital leases. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset in the appropriate account group. Minimum future lease payments under these capital lease obligations are as follows:

Years ended June 30,	
2002	\$ 4,729
2003	3,699
2004	<u>617</u>
Total minimum lease payments	9,045
Less amount representing interest	<u>(689)</u>
Present value of future payments	<u>\$ 8,356</u>

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(6) FUND BALANCE**

**Reserved**

At June 30, 2001, the Authority's fund balance was reserved as follows:

- \$431,747 reserved for inventory.

These reserves represent those portions of fund balance not appropriated for expenditures, legally segregated for specific usage, or commitments to outside third parties.

**Designated**

At June 30, 2001, the majority of the Authority's unreserved fund balance was designated by the Board of Governors as follows:

- \$300,000 designated for building repairs and computer network upgrades.
- \$590,693 designated for anticipated State funding reductions in the future.

**(7) DEFINED BENEFIT PENSION PLAN**

Employees of the Authority participate in either the Louisiana State Employees' Retirement System (LASERS) or the Teachers' Retirement System of Louisiana (TRS).

LASERS was established on July 1, 1947, and is a cost-sharing multiple-employer defined benefit plan administered by a board of trustees. It is a system for classified and unclassified employees of state government. Employees are eligible for a service retirement annuity upon reaching age 60 or thereafter, and 25 years or more service credit or completion of 30 years or more credited service. The system is supported by contributions of its members and the State. The member contribution as of June 30, 2001, amounted to 7.5 percent of State employees' gross salaries, and the State contribution was 13.0 percent.

Annual retirement benefits consist primarily of 2.5 percent times the average annual compensation times year of creditable service. Average compensation is defined as the average annual compensation for the period of 36 consecutive months during which aggregate compensation was greatest. The plan also provides, based on a percentage of the average annual compensation, certain disability and survivor benefits.

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
JUNE 30, 2001

**(7) DEFINED BENEFIT PENSION PLAN (CONTINUED)**

TRS was established on August 1, 1936, and is also a cost-sharing multiple-employer defined benefit plan administered by a board of trustees. It is supported by contributions of its members and the State. At June 30, 2001, employees of the Authority contributed 8.0 percent of their gross salary, and the state contributed 14.0 percent. The annual maximum retirement benefit for those who retired prior to June 1, 1975, at age 60 after 10 years service or at any age after 20 years service is 2 percent times the years of creditable service (including unused accumulated sick leave and/or unused accumulated annual leave) times the average salary of the 36 highest successive months. For those retiring after June 1, 1975, at age 65 with 20 years service or at age 55 with 25 years service or at any age after 30 years service, the annual retirement benefit is 2.5 percent times the years of creditable service, including certified sick leave service, but excluding unused accumulated annual and sick leave. However, no retirement benefit can exceed 100 percent of the member's average salary for the highest 36 successive months. The plan also provides for disability and survivor benefits.

The Authority's covered payroll and total payroll for the year ended June 30, 2001, for all employees follows:

<u>Pension Plan</u>	<u>Covered Payroll</u>	<u>Total Payroll</u>
Louisiana State Employees' Retirement System	\$ 5,934,988	\$ 6,497,409
Teachers' Retirement System of Louisiana	<u>159,250</u>	<u>159,250</u>
	<u>\$ 6,094,238</u>	<u>\$ 6,656,659</u>

Employer and employee contributions to the two retirement systems during the year ended June 30, 2001 are as follows:

<u>Pension Plan</u>	<u>Employer Contributions</u>	<u>% of Eligible Salary</u>	<u>Employee Contribution</u>	<u>% of Eligible Salary</u>
Louisiana State Employees' Retirement System	\$ 771,548	13.0 %	\$ 445,124	7.5 %
Teachers' Retirement System of Louisiana	<u>22,295</u>	14.0 %	<u>12,739</u>	8.0 %
	<u>\$ 793,843</u>		<u>\$ 457,863</u>	

The retirement systems issue annual publicly available financial reports that include financial statements and required supplementary information for the systems. The reports may be obtained by writing to the Louisiana State Employees' Retirement System, Post Office Box 44213, Baton Rouge, Louisiana 70804-4213, or by calling (225) 922-0600 and the Teachers' Retirement System of Louisiana, Post Office Box 94123, Baton Rouge, Louisiana 70804-9123, or by calling (225) 925-6446. Benefits granted by the retirement systems are guaranteed by the State of Louisiana by provision of the Louisiana Constitution of 1974.



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(7) DEFINED BENEFIT PENSION PLAN (CONTINUED)**

The contribution requirements of plan members and the Authority are established and may be amended by the State Legislature. The Legislature annually sets the required employer contribution rate equal to the actuarially required employer contribution as set forth in R.S. 11:102. The Authority's employer contributions to LASERS for the years ended June 30, 2000, 1999 and 1998 were \$763,621, \$681,693, and \$661,541, respectively, and to TRS for the years ended June 30, 2000, 1999 and 1998 were \$33,860, \$47,586, and \$47,298, respectively, equal to the required contribution for each year for each retirement system.

**(8) POST-RETIREMENT EMPLOYEE BENEFITS**

The Authority provides certain continuing health care and life insurance benefits for its retired State employees. Substantially all of the Authority's State employees become eligible for these benefits if they reach normal retirement age while working for the Authority. The retired employee has the option of using the State-funded insurance policies or an outside insurance company for the applicable coverage desired. The premiums to cover these insurance policies are partially paid by the State after the employee retires. As of June 30, 2001, five employees were eligible to receive post-retirement benefits.

Employer contributions applicable to these benefits for the year ended June 30, 2001, was \$16,396.

**(9) RELATED PARTY TRANSACTIONS**

**State of Louisiana, Department of Health and Hospitals**

The State of Louisiana, through the governor's office, approves the appointment of 3 of the 12 members of the Board of Governors of the Authority. A material part of the Authority's revenues are received from State appropriation. The State appropriation, including amounts received from the Department of Health and Hospitals for the year ended June 30, 2001, provided actual revenues of \$13,416,363 (76 percent of total revenues). Revenue receivable from the State of Louisiana totaled \$370,528 as of June 30, 2001.

Other services provided by the Department of Health and Hospitals at no cost to the Authority included the maintenance of certain accounting records, retirement plan administration, insurance plan administration, and legal services provided by General Counsel. The Department also provided the Authority with various types of equipment and office furniture.

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(9) RELATED PARTY TRANSACTIONS**

**Jefferson Parish**

Jefferson Parish, through the parish council office, approves the appointment of 9 of the 12 members of the Board of Governors. Under administrative agreements with Jefferson Parish, the Authority received \$1,196,562 of revenue for the year ended June 30, 2001. Jefferson Parish did not owe the Authority any funds as of June 30, 2000 related to these agreements.

During the year ended June 30, 2000, the Authority entered into a cooperative endeavor agreement with Jefferson Parish to provide the funds needed to construct a social detox facility through renovations to the Westbank facility. Under the agreement, Jefferson Parish agrees to advance up to \$500,000 of funds dedicated to the Authority. The Authority will reimburse the funds advanced through a reduction of future revenues dedicated to the Authority. As of June 30, 2001, \$500,000 of these funds were advanced and \$400,000 are included in deferred revenue.

The Authority also received from Jefferson Parish grant revenues of \$306,760 and \$310,164 for other agreements entered into with Jefferson Parish and local law enforcement agencies. Jefferson Parish owed the Authority \$122,938 as of June 30, 2001 under grant and other agreements.

Other services provided by Jefferson Parish at no cost to the Authority included legal counsel by the Jefferson Parish Attorney's Office, use of various types of equipment and office furniture, and buildings for the Westbank clinic to operate.

**Other**

A member of the Authority's Board of Governors is a partner in a medical practice that the Authority has contracted with to provide services to the Authority's clients. Services for the year ended June 30, 2001 totaled \$36,450, of which \$6,150 was payable at June 30, 2001 and is included in accounts payable on the accompanying combined balance sheet.

**(10) COMMITMENTS**

The Authority entered into an employment agreement with the Executive Director through September 30, 2001. The Director's base salary for the fiscal year ended June 30, 2001 was \$101,113 with performance incentives based on the State's funding of the Authority.



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)**  
**JUNE 30, 2001**

**(11) BUDGETARY REPORTING BASIS**

The Board of Governors of the Jefferson Parish Human Services Authority develops the annual budget for the Authority. The budget is prepared primarily on the modified accrual basis of accounting (budget basis). Budgetary control over expenditures is exercised by the Authority on a departmental basis. The actual results of operations are presented in the Statement of Revenues, Expenditures and Changes in Fund Balance -- Actual and Budget (Budgetary Basis) -- General Fund in accordance with the budget basis to provide a meaningful comparison of actual results of the budget. The differences between the modified accrual basis (budget basis) and GAAP are principally the cash basis recognition of payroll expenditures and certain unbudgeted revenues and expenditures.

Adjustments necessary to convert the results of operations and fund balances at the end of the year on the GAAP basis to the budget basis are as follows:

	<u>General Fund</u>
Revenues on GAAP basis	\$ 17,687,712
Net accruals	
Intergovernmental revenue	
Department of Health and Hospitals	<u>5,479</u>
Revenues on budget basis	<u>\$ 17,693,191</u>
Expenditures on GAAP basis	\$ 17,587,056
Net accruals	
Personnel	<u>5,479</u>
Expenditures on budget basis	<u>\$ 17,592,535</u>

**(12) RISK MANAGEMENT**

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions, and natural disasters for which the Authority participates in the State of Louisiana's Office of Risk Management Insurance Fund.

The Authority pays insurance premiums to the State of Louisiana, Office of Risk Management to cover risks that may occur in normal operations. The State pays premiums to the state's self-insurance program and to various insurance agencies for stop-loss coverages. Information related to risk management is reported in the State of Louisiana Comprehensive Annual Financial Report.

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF REVENUES - ACTUAL AND BUDGET**  
**(BUDGETARY BASIS) - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2001**

	General Fund				
	Actual	Adjustment to Budgetary Basis	Actual on Budgetary Basis	Budget	Variance Favorable (Unfavorable)
<b><u>INTERGOVERNMENTAL REVENUES:</u></b>					
State of Louisiana	\$ 13,421,325	\$ 5,479	\$ 13,426,804	\$ 13,414,541	\$ 12,263
Jefferson Parish	1,196,562	-	1,196,562	1,201,107	(4,545)
Jefferson Parish - other	296,912	-	296,912	294,943	1,969
Jefferson Parish Sheriff	30,000	-	30,000	30,000	-
U.S. Department of Housing and Urban Development	590,228	-	590,228	681,119	(90,891)
Passed through the Department of Health and Hospitals	66,589	-	66,589	67,950	(1,361)
Passed through the City of New Orleans	540,092	-	540,092	557,397	(17,305)
Passed through the Louisiana Department of Social Services	257,102	-	257,102	257,678	(576)
Passed through Jefferson Parish	322,549	-	322,549	385,041	(62,492)
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice	12,953	-	12,953	12,954	(1)
Total intergovernmental revenues	16,734,312	5,479	16,739,791	16,902,730	(162,939)
<b><u>OTHER REVENUES:</u></b>					
Patient service fees	762,954	-	762,954	750,000	12,954
Other revenues	94,310	-	94,310	121,000	(26,690)
Investment income	96,136	-	96,136	-	96,136
Total other revenues	953,400	-	953,400	871,000	82,400
Total revenues	\$ 17,687,712	\$ 5,479	\$ 17,693,191	\$ 17,773,730	\$ (80,539)

See Auditors' Report

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF EXPENDITURES - ACTUAL AND BUDGET**  
**(BUDGETARY BASIS) - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2001**

	General Fund				
	Actual	Adjustment to Budgetary Basis	Actual on Budgetary Basis	Budget	Variance Favorable (Unfavorable)
<b><u>OUTPATIENT SERVICES:</u></b>					
Operating services	\$ 161,694	\$ -	\$ 161,694	\$ 222,234	\$ 60,540
Supplies	24,483	-	24,483	24,190	(293)
Acquisitions	6,825	-	6,825	10,000	3,175
Professional/contract services	115,225	-	115,225	104,960	(10,265)
Personnel	2,572,249	(1,410)	2,570,839	2,613,082	42,243
Travel	15,602	-	15,602	31,239	15,637
Total outpatient services	2,896,078	(1,410)	2,894,668	3,005,705	111,037
<b><u>DEVELOPMENTAL DISABILITIES:</u></b>					
Operating services	24,499	-	24,499	26,506	2,007
Supplies	10,495	-	10,495	15,892	5,397
Acquisitions	13,383	-	13,383	5,000	(8,383)
Professional/contract services	2,378,295	-	2,378,295	2,502,161	123,866
Personnel	784,004	3,131	787,135	672,190	(114,945)
Travel	17,817	-	17,817	27,709	9,892
Total developmental disabilities	3,228,493	3,131	3,231,624	3,249,458	17,834
<b><u>COMMUNITY SUPPORT:</u></b>					
Operating services	33,475	-	33,475	47,622	14,147
Supplies	8,179	-	8,179	5,849	(2,330)
Acquisitions	3,622	-	3,622	10,000	6,378
Professional/contract services	2,551,091	-	2,551,091	2,783,796	232,705
Personnel	592,705	2,026	594,731	640,531	45,800
Travel	6,767	-	6,767	16,798	10,031
Total community support	3,195,839	2,026	3,197,865	3,504,596	306,731
<b><u>ADMINISTRATION:</u></b>					
Operating services	749,582	-	749,582	731,072	(18,510)
Supplies	35,460	-	35,460	46,968	11,508
Acquisitions	44,355	-	44,355	65,400	21,045
Professional/contract services	126,897	-	126,897	126,910	13
Personnel	1,046,885	(64)	1,046,821	1,106,415	59,594
Travel	22,904	-	22,904	22,141	(763)
Total administration	2,026,083	(64)	2,026,019	2,098,906	72,887

See Auditors' Report



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF EXPENDITURES - ACTUAL AND BUDGET**  
**(BUDGETARY BASIS) - GENERAL FUND (CONTINUED)**  
**FOR THE YEAR ENDED JUNE 30, 2001**

	General Fund				Variance Favorable (Unfavorable)
	Actual	Adjustment to Budgetary Basis	Actual on Budgetary Basis	Budget	
<b>IMPACTS:</b>					
Operating services	138,613	-	138,613	58,410	(80,203)
Supplies	11,157	-	11,157	46,350	35,193
Acquisitions	24,397	-	24,397	3,531	(20,866)
Professional/contract services	569,849	-	569,849	521,964	(47,885)
Personnel	488,817	2,656	491,473	497,897	6,424
Travel	16,303	-	16,303	193,270	176,967
<b>Total IMPACTS</b>	<b>1,249,136</b>	<b>2,656</b>	<b>1,251,792</b>	<b>1,321,422</b>	<b>69,630</b>
<b>ACCESS:</b>					
Operating services	15,550	-	15,550	8,912	(6,638)
Supplies	6,850	-	6,850	4,017	(2,833)
Acquisitions	4,860	-	4,860	2,500	(2,360)
Professional/contract services	1,541	-	1,541	3,150	1,609
Personnel	442,422	(77)	442,345	415,338	(27,007)
Travel	4,174	-	4,174	2,717	(1,457)
<b>Total access</b>	<b>475,397</b>	<b>(77)</b>	<b>475,320</b>	<b>436,634</b>	<b>(38,686)</b>
<b>CHILDREN &amp; FAMILY</b>					
Operating services	87,701	-	87,701	61,867	(25,834)
Supplies	27,627	-	27,627	53,141	25,514
Acquisitions	362,176	-	362,176	333,183	(28,993)
Professional/contract services	893,315	-	893,315	1,065,150	171,835
Personnel	1,219,763	(388)	1,219,375	1,248,824	29,449
Travel	20,865	-	20,865	21,977	1,112
<b>Total children &amp; family</b>	<b>2,611,447</b>	<b>(388)</b>	<b>2,611,059</b>	<b>2,784,142</b>	<b>173,083</b>
<b>UTILIZATION MANAGEMENT</b>					
Operating services	29,884	-	29,884	37,231	7,347
Supplies	1,209,508	-	1,209,508	1,289,444	79,936
Acquisitions	6,047	-	6,047	36,875	30,828
Professional/contract services	24,885	-	24,885	30,950	6,065
Personnel	631,743	(395)	631,348	601,460	(29,888)
Travel	2,516	-	2,516	1,523	(993)
<b>Total utilization management</b>	<b>1,904,583</b>	<b>(395)</b>	<b>1,904,188</b>	<b>1,997,483</b>	<b>93,295</b>
<b>Total expenditures</b>	<b>\$ 17,587,056</b>	<b>\$ 5,479</b>	<b>\$ 17,592,535</b>	<b>\$ 18,398,346</b>	<b>\$ 805,811</b>

See Auditors' Report

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2001**

Federal Grantor/Pass-through Grantor/ Program Title	Federal CFDA Number	Pass-through Grantor's Number	Federal Disbursements/ Expenditures
<b><u>U.S. Department of Housing and Urban Development</u></b>			
Direct program:			
Supportive Housing Program	14.235	LA48B97-0604	\$ 219,725 *
Pass-through program from:			
Unity for the Homeless, Inc.			
Supportive Housing Program	14.235	LA48B96-1405/LA48B90-3021	370,572 *
City of New Orleans, Mayor's Office of Health Policy			
Housing Opportunities for People with AIDS	14.241	00-DHND-059/01-DHND-024	187,323
Total pass-through programs			557,895
Total U.S. Department of Housing and Urban Development			777,620
<b><u>U.S. Department of Health and Human Services</u></b>			
Pass-through program from:			
City of New Orleans, Mayor's Office of Health Policy			
HIV Emergency Relief Project Grants	93.914	00-MYR-055/01-MYR-068	352,768 *
Louisiana Department of Social Services, Office of Community Services			
Social Services Block Grant	93.667	544629	257,100
Louisiana Department of Health and Hospitals			
HIV Prevention Activities Health Dept. Based	93.940	553753/565829	66,544
Total U.S. Department of Health and Human Services			676,412
<b><u>U.S. Department of Justice</u></b>			
Pass-through program from:			
Louisiana Commission on Law Enforcement and Administration of Criminal Justice			
Juvenile Justice and Delinquency Prevention Allocation to States	16.540	J99-7-001	12,953
Jefferson Parish, 24th Judicial District Court			
Byrne Formula Grant Program - Drug Screening	16.579	B00-7-004	8,290
Drug Court Discretionary Grant Program	16.585	97-DC-VX-0048	108,821
Jefferson Parish, Juvenile Court			
Drug Court Discretionary Grant Program	16.585	99-DC-VX-0062	157,381
Jefferson Parish Council			
Byrne Formula Grant Program - Treatment of Adult Defenders	16.579	B98-7-022	7,499
Total U.S. Department of Justice			294,944
Total expenditures of federal awards			\$ 1,748,976

\* Major Program



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**Note A - Basis of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Jefferson Parish Human Services Authority and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**Note B - Subrecipients**

The Jefferson Parish Human Services Authority provided federal awards to subrecipients as follows:

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Amount Provided</u>
Supportive Housing Program	14.235	\$ 363,372
Family Strengthening Program	16.540	12,953
		<u>\$ 376,325</u>

**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**A. SUMMARY OF AUDIT RESULTS**

1. The auditors' report expresses an unqualified opinion on the component unit financial statements of Jefferson Parish Human Services Authority.
2. No reportable conditions relating to the audit of the financial statements are reported in the "Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards".
3. No instances of noncompliance material to the financial statements of Jefferson Parish Human Services Authority were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs are reported in the "Independent Auditors' Report on Compliance With Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133".
5. The auditors' report on compliance for the major federal award programs for Jefferson Parish Human Services Authority expresses an unqualified opinion on all major federal programs.
6. There were no audit findings relative to the major federal award programs for Jefferson Parish Human Services Authority.
7. The programs tested as a major program are Supportive Housing Program (CFDA number 14.235) and HIV Emergency Relief Project Grants (CFDA number 93.914).
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Jefferson Parish Human Services Authority was determined to be a low risk auditee.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

None.

**C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAM AUDIT**

None

**D. SUMMARY OF PRIOR YEAR'S FINDINGS**

None

# Ericksen, Krentel, Canton & LaPorte, L.L.P.

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\*PROFESSIONAL CORPORATION

BENJAMIN J. ERICKSEN (Retired 1998)  
J.V. LECLERE KRETEL (Retired 1993)  
RONALD H. ACKERMANN (Retired 1995)

## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Governors  
Jefferson Parish Human Services Authority  
Metairie, Louisiana

We have audited the general purpose financial statements of the Jefferson Parish Human Services Authority (the Authority), a component unit of the State of Louisiana, as of and for the year ended June 30, 2001, and have issued our report thereon dated August 21, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Authority's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not the objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a

**Erickson, Krentel, Canton & LaPorte, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**

To the Board of Governors  
Jefferson Parish Human Services Authority  
August 21, 2001  
Page 2

timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the Authority, in a separate letter dated August 21, 2001.

This report is intended for the information of management, the Board of Governors, the Louisiana Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

August 21, 2001

  
Certified Public Accountants



# Ericksen, Krentel, Canton & LaPorte, L.L.P.

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## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Governors  
Jefferson Parish Human Services Authority  
Metairie, Louisiana

### Compliance

We have audited the compliance of the Jefferson Parish Human Services Authority (the Authority), a component unit of the State of Louisiana, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2001. The Authority's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Authority's compliance with those requirements.

In our opinion, the Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2001.



To the Board of Governors  
Jefferson Parish Human Services Authority  
August 21, 2001  
Page 2

Internal Control Over Compliance

The management of the Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of management, the Board of Governors, the Louisiana Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

August 21, 2001

  
Certified Public Accountants



TIM P. COULON  
PARISH PRESIDENT  
AARON F. BROUSSARD  
COUNCIL CHAIRMAN

## Jefferson Parish Human Services Authority



KRIS CACCIOPPI  
BOARD CHAIRMAN  
LESLIE TREMAINE, Ed.D.  
EXECUTIVE DIRECTOR

### CORRECTIVE ACTION PLAN RELATIVE TO SCHEDULE OF FINDINGS AND QUESTIONED COSTS

August 21, 2001

Department of Housing and Urban Development

Jefferson Parish Human Services Authority respectfully submits the following corrective action plan for the year ended June 30, 2001.

Name and address of independent public accounting firm:

Ericksen, Krentel, Canton & LaPorte, L.L.P.  
4227 Canal Street  
New Orleans, Louisiana 70119  
Contact: Ronald H. Dawson, Jr.

Audit Period: 07/01/00 to 06/30/01

There were no current year or prior year findings or questioned costs required to be reported.

Sincerely,

Signature

Title

# Ericksen, Krentel, Canton & LaPorte, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

4227 CANAL STREET NEW ORLEANS, LOUISIANA 70119-5996  
TELEPHONE (504) 486-7275 FAX (504) 482-2516 E-Mail ekcl@ekclcpa.com

FABIO J. CANTON\*  
JAMES E. LAPORTE\*  
RICHARD G. MUELLER  
RONALD H. DAWSON, JR.\*  
KEVIN M. NEYREY  
CLAUDE M. SILVERMAN\*  
KENNETH J. ARNEY\*  
W. ERIC POWERS

\*PROFESSIONAL CORPORATION

BENJAMIN J. ERICKSEN (Retired 1998)  
J.V. LECIERE KRENTTEL (Retired 1993)  
RONALD H. ACKERMANN (Retired 1995)

## MANAGEMENT LETTER

August 21, 2001

To the Board of Governors  
Jefferson Parish Human Services Authority  
Metairie, Louisiana

We have audited the general purpose financial statements of the Jefferson Parish Human Services Authority (the Authority), as of and for the year ended June 30, 2001, and have issued our report thereon dated August 21, 2001. As part of our audit, we considered the Authority's internal control in order to determine the nature, timing and extent of our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on internal control.

However, during our audit we became aware of matters that are an opportunity for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and recommendations regarding these matters. We previously reported on the Authority's internal control in a separately issued report entitled Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated August 21, 2001.

We will review the status of these matters during our next audit engagement. We have already discussed the recommendations with various personnel of the Authority and have included their response. We will be pleased to discuss these recommendations with you in further detail at your convenience, perform any additional study of the matters, or assist you in implementing our recommendations.

This report is intended solely for the information and use of the Authority's management and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties.

  
Certified Public Accountants



To the Board of Governors  
Jefferson Parish Human Services Authority  
August 21, 2001  
Page 2

**MEMORANDUM**  
**TO**  
**MANAGEMENT LETTER**

**2000-1**

**Comment:**

In June 1999, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments* (GASBS No. 34). This statement redefines generally accepted accounting principles (GAAP) for governments and makes dramatic changes to the way the Office will report its' finances to the public. Below is a brief summary of significant changes:

- \* "Basic Financial Statements" replace the current "General Purpose Financial Statements" (GPFS). Basic Financial Statements will include both a government-wide perspective and a fund perspective. GPFS currently report only on a fund perspective.
- \* A new section of the reporting package, Management's Discussion and Analysis (MD&A) will be required. This section will be a brief, objective and easily readable analysis of the Office's financial performance for the year.
- \* The government-wide perspective will require elimination of interfund balances and transactions.
- \* The accounting basis for government-wide statements will be full accrual opposed to the modified accrual method currently used.
- \* GASBS No. 34 will require the Office to record and depreciate all capital assets.
- \* The General Fixed Asset Account Group and the General Long Term Debt Account Group will no longer be used.

The required effective date for GASB No. 34 is June 30, 2002, such a comprehensive change requires adequate planning and preparation to ensure that all of the proper information has been compiled and that any necessary system modifications have been accomplished.

**Recommendation:**

The Authority should begin to develop a plan for implementing GASB Statement No. 34. Specifically, the Authority should develop and implement a plan for:

1. A new GASB 34 Chart of Accounts plan.
2. Incorporating the appropriate measurement focus/basis of accounting data into your general ledger for both government-wide and fund perspectives.
4. General fixed assets and depreciation.
5. The incorporation of the general long-term debt into the general ledger.
6. Modifying the existing Budgetary Comparison Schedules.
7. The Management Discussion and Analysis.

**Ericksen, Krentel, Canton & LaPorte, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS**

To the Board of Governors  
Jefferson Parish Human Services Authority  
August 21, 2001  
Page 3

**2000-2**

**Comment:**

During test of controls it was noted that the cancellation of invoices was at times not performed. The process of canceling invoices is a control procedure to prevent duplicate payments.

**Recommendation:**

All invoices should be immediately stamped *paid* upon the issuance of a check to pay them.



TIM P. COULON  
PARISH PRESIDENT  
AARON F. BROUSSARD  
COUNCIL CHAIRMAN

## Jefferson Parish Human Services Authority



KRIS CACCIOPPI  
BOARD CHAIRMAN  
LESLIE TREMAINE, Ed.D.  
EXECUTIVE DIRECTOR

### MANAGEMENT'S CORRECTIVE ACTION PLAN RELATIVE TO MANAGEMENT LETTER ITEMS

August 21, 2001

Louisiana Legislative Auditor

The Jefferson Parish Human Services Authority respectfully submits the following corrective action plan for the year ended June 30, 2001.

Name and address of independent public accounting firm:

Ericksen, Krentel, Canton & LaPorte, L.L.P.  
4227 Canal Street  
New Orleans, Louisiana 70119  
Contact: Ronald H. Dawson, Jr.

Audit Period: 07/01/00 to 06/30/01

The items from the management letter issued for the year ended June 30, 2001 are discussed below. The items are numbered consistently with the number assigned in the management letter.

#### 2000-1. GASB No. 34

Recommendation: The Authority should begin to develop a plan for implementing GASB Statement No. 34.

Management Response: We are aware of future implications of GASB No. 34 on our financial reporting and the magnitude of the required changes. We will begin developing a plan immediately.

#### 2000-2. Cancellation of Paid Invoices

Recommendation: All invoices should be immediately stamped paid upon the issuance of a check to pay them.

Management Response: The Authority concurs with this recommendation. The Authority staff members performing this function will cancel all paid invoices.

If you have questions regarding this plan, please call Gerald LeBreton at (504) 838-5723.

Sincerely,

Gerald LeBreton  
Signature

Administrative Director  
Title

3101 W. NAPOLEON AVENUE - SUITE 229 - METAIRIE, LA 70001  
(504) 838-5710 FAX (504) 838-5714  
"AN EQUAL OPPORTUNITY EMPLOYER"



3 0 0

Schedule Number

STATE OF LOUISIANA  
Annual Financial Statements  
Fiscal Year Ending June 30, 2001

Jefferson Parish Human Services Authority  
(Agency Name)

Send to:  
Division of Administration  
Office of Statewide Reporting  
and Accounting Policy  
P. O. Box 94095  
Baton Rouge, Louisiana 70804-9095

Send to:  
Legislative Auditor  
P. O. Box 94397  
Baton Rouge, Louisiana 70804-9397

AFFIDAVIT

Personally came and appeared before the undersigned authority, Leslie Tremaine (Name)  
Executive Director (Title) of Jefferson Parish Human Services Authority (Agency) who  
duly sworn, deposes and says, that the financial statements herewith given present fairly the  
financial position of Jefferson Parish Human Services Authority (agency) at June 30, 2001 and  
the results of operations for the year then ended in accordance with policies and practices  
established by the Division of Administration or in accordance with Generally Accepted Accounting  
Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed  
before me, this 27th day of August 2001.

Leslie S. Tremaine

Signature of Agency Official

[Signature]

NOTARY PUBLIC

Prepared by: Gerald LeBreton  
Title: Administrative Director  
Telephone No.: 504-838-5722  
Date: August 30, 2001

# STATE OF LOUISIANA

SCHEDULE NO.: 09-300

## JEFFERSON PARISH HUMAN SERVICES AUTHORITY

ISIS AGENCY NO.: 300

### COMBINED BALANCE SHEET

All Appropriated and Non-Appropriated Funds as of June 30, 2001

	APPROPRIATED			NON-APPROPRIATED			
	GENERAL & AUXILIARY FUND			FIDUCIARY TYPE FUNDS			
	SYSTEM BALANCE I	ADJUSTMENTS II	RESTATE BALANCE III	MAJOR STATE REVENUES/INA IV	AGENCY - SCHEDULE 6-1 V	OTHER - SCHEDULE 6 VI	TOTALS (MEMORANDUM ONLY) VII
					\$ (676.07)		\$ (676.07)
ASSETS							
Cash in state treasury - payroll clearing fund							
Cash in bank accounts (Note C)	\$ 565,402.97		\$ 565,402.97				565,402.97
Petty Cash	1,450.00		1,450.00				1,450.00
Investments	790,251.66		790,251.66				790,251.66
Receivables:							
Due from General Fund	313,988.83		313,988.83				313,988.83
Due from federal government	593,500.18		593,500.18				593,500.18
Due from fees and self-generated revenue	87,763.43		87,763.43				87,763.43
Due from other agencies (IAT)	56,539.00		56,539.00				56,539.00
Other (attach schedule) See Schedule A	23,259.15		23,259.15				23,259.15
Inventory of materials and supplies	<u>431,746.98</u>		<u>431,746.98</u>				<u>431,746.98</u>
Total Assets	<u>\$ 2,863,902.20</u>		<u>\$ 2,863,902.20</u>		<u>\$ (676.07)</u>		<u>\$ 2,863,226.13</u>

Continued

	APPROPRIATED		NON-APPROPRIATED				
	GENERAL & AUXILIARY FUND		FIDUCIARY TYPE FUNDS				
	SYSTEM BALANCE I	ADJUSTMENTS II	RE-STATE BALANCE III	MAJOR STATE REVENUES/INA IV	AGENCY - SCHEDULE 6-1 V	OTHER - SCHEDULE 6 VI	TOTALS (MEMORANDUM ONLY) VII
LIABILITIES AND FUND EQUITY							
Accounts payable	\$ 940,222.38		\$ 940,222.38				\$ 940,222.38
Payroll payable	150,663.55		150,663.55				150,663.55
Payroll deduction payable					\$ (676.07)		(676.07)
Deferred revenue	<u>400,575.94</u>		<u>400,575.94</u>				<u>400,575.94</u>
Total liabilities	1,491,461.87		1,491,461.87		(676.07)		1,490,785.80
Fund Equity							
Fund balance:							
Reserved for inventory of materials and supplies (Note E)	431,746.98		431,746.98				431,746.98
Designated - Repairs	300,000.00		300,000.00				300,000.00
Designated - subsequent year's expenditures	590,693.00		590,693.00				590,693.00
Unreserved - undesignated	<u>50,000.35</u>		<u>50,000.35</u>				<u>50,000.35</u>
Total fund equity	<u>1,372,440.33</u>		<u>1,372,440.33</u>				<u>1,372,440.33</u>
Total liabilities and fund equity	<u>\$ 2,863,902.20</u>		<u>\$ 2,863,902.20</u>		<u>\$ (676.07)</u>		<u>\$ 2,863,226.13</u>

The accompanying notes are an integral part of this statement.

STATEMENT A



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
STATE OF LOUISIANA**

**Combined Balance Sheet  
All Appropriated and Non-appropriated Funds  
June 30, 2001**

Schedule No. 09-300  
Isis Agency No. 300

**SUPPLEMENTAL SCHEDULE OF RECEIVABLES - OTHER**

Due from Jefferson Parish .....	\$ 11,366.54
Due from Jefferson Parish - Sheriff .....	10,000.00
Miscellaneous Other .....	<u>1,892.61</u>
	<u>\$ 23,259.15</u>

## STATE OF LOUISIANA

SCHEDULE NO.: 09-300

## JEFFERSON PARISH HUMAN SERVICES AUTHORITY

ISIS AGENCY NO.: 300

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCES APPROPRIATED AND NONAPPROPRIATED OTHER FUNDS

For the Year Ended June 30, 2001

REVENUES	APPROPRIATED		NONAPPROPRIATED		TOTAL (MEMORANDUM ONLY) V
	SYSTEM BALANCE I	GENERAL & AUXILIARY APPROPRIATION FUND ADJUSTMENTS II	RESTATED BALANCE III	OTHER SCHEDULE 6 IV	
Appropriated revenues:					
General Fund	\$13,091,603.08		\$13,091,603.08		\$13,091,603.08
Federal funds	1,789,512.30		1,789,512.30		1,789,512.30
General Fund by interagency transfers	329,718.00		329,718.00		329,718.00
Other - See Schedule B	<u>2,476,874.87</u>		<u>2,476,874.87</u>		<u>2,476,874.87</u>
Total appropriated revenues	17,687,708.25		17,687,708.25		17,687,708.25
EXPENDITURES					
Appropriated expenditures:					
Program 1 JPHSA	<u>17,587,052.36</u>		<u>17,587,052.36</u>		<u>17,587,052.36</u>
Total appropriated expenditures	<u>17,587,052.36</u>		<u>17,587,052.36</u>		<u>17,587,052.36</u>
Excess (deficiency) of appropriated revenues over appropriated expenditures	100,655.89		100,655.89		100,655.89
Other appropriated financing sources (uses):					
Capital Lease	<u>9,837.13</u>		<u>9,837.13</u>		<u>9,837.13</u>

REVENUES	APPROPRIATED		NONAPPROPRIATED		TOTAL (MEMORANDUM ONLY) V
	GENERAL & AUXILIARY APPROPRIATION FUND SYSTEM BALANCE I	ADJUSTMENTS II	RESTATE BALANCE III	OTHER SCHEDULE 6 IV	
Excess (deficiency) of revenues and other sources over expenditures and other uses	110,493.02		110,493.02		110,493.02
Fund balance at beginning of year	992,690.37		992,690.37		992,690.37
Increase/decrease in reserve for inventory	<u>269,256.94</u>		<u>269,256.94</u>		<u>269,256.94</u>
Fund balance at end of year	<u>\$ 1,372,440.33</u>		<u>\$ 1,372,440.33</u>		<u>\$ 1,372,440.33</u>



**JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
STATE OF LOUISIANA**

**Combined Statement of Revenues, Expenditures and Changes in  
Fund Balances - Appropriated and Non-appropriated Other Funds  
For the Year Ended June 30, 2001**

Schedule No. 09-300  
Isis Agency No. 300

**OTHER FUNDS SOURCES**

Jefferson Parish Funds .....	\$ 1,523,474.96
Patient Service Fees .....	762,953.57
Investment Income .....	96,135.52
Other Revenues .....	<u>94,310.82</u>
	<u>\$ 2,476,874.87</u>

## STATE OF LOUISIANA

SCHEDULE NO.: 09-300

## JEFFERSON PARISH HUMAN SERVICES AUTHORITY

ISIS AGENCY NO.: 300

## GENERAL OPERATING APPROPRIATION FUNDS

## SCHEDULE OF REVENUES AND EXPENDITURES - BUDGETARY COMPARISON

Current Year Appropriation (Budget - Legal Basis)

For the Year Ended June 30, 2001

	GENERAL APPROPRIATION					FAVORABLE (UNFAVORABLE) VIII
	CASH BASIS I	ADJUSTMENT II	ACCRUAL III	AGENCY ADJ. IV	TOTAL V	REVISED BUDGET VI
<b>REVENUES</b>						
Appropriated by Legislature:						
State General Fund	\$ 12,777,614.25		\$ 313,988.83		\$13,091,603.08	\$ 6,780.08
Federal Funds	1,196,012.12		593,500.18		1,789,512.30	(172,626.70)
State General Fund by interagency receipts	273,179.00		56,539.00		329,718.00	0
Other appropriated fund services:						
Other fund	<u>2,365,852.29</u>		<u>111,022.58</u>		<u>2,476,874.87</u>	<u>79,824.87</u>
Total Appropriated Revenue	16,612,657.66		1,075,050.59		17,687,708.25	(86,021.75)
<b>EXPENDITURES</b> (List Programs)						
Appropriated expenditures:						
Program 1 JPHSA	<u>16,496,166.43</u>		<u>1,090,885.93</u>		<u>17,587,052.36</u>	<u>811,293.64</u>
Total Appropriated Expenditures	<u>16,496,166.43</u>		<u>1,090,885.93</u>		<u>17,587,052.36</u>	<u>811,293.64</u>
Excess (deficiency) of appropriated revenues over appropriated expenditures	<u>\$ 116,491.23</u>		<u>\$ (15,835.34)</u>		<u>\$ 100,655.89</u>	<u>\$ 725,271.89</u>

SCHEDULE I

Jefferson Parish Human Services Authority  
 INFORMATION FOR STATEMENTS A AND B

<u>ACCT #</u>	<u>ACCOUNT TITLES</u>	<u>AGENCY</u>	<u>ORGANIZATION</u>	<u>ACCOUNTS</u>	<u>DEBIT</u>	<u>CREDIT</u>
03	2001 Schedule 5 Adjustment			6690		
22	2000 Payroll Accrual (by Program)					
22	2001 Payroll Accrual (by Program)					
02	Payroll Payable			6305		
31	2000 Federal Payroll Revenue					
31	2001 Federal Payroll Revenue					
01	Accounts Receivable-Federal			6140		
01	Petty Cash in Bank			6085		
01	Petty Cash on Hand			6090		
01	Petty Cash Accounts Receivable			6125		
02	Petty Cash-Advance from STO			6460		
01	Inventory of Materials and Supplies			6170		
03	Increase (Decrease) Reserve for Inventory			6697		
03	Beginning Fund Balance			6700		
03	Reserved for Inventory			6605		
	Schedule 3-1:					
	Accruals from 1999-2000:					
31	Federal					
31	Self-Generated					
31	Interagency Receipts					
31	Auxiliary					
31	Other					
	Accruals for 2000-01:					
01	Accounts Receivable-Federal			6140		
31	Federal					

Jefferson Parish Human Services Authority  
 INFORMATION FOR STATEMENTS A AND B

	<u>ACCOUNT TITLES</u>	<u>AGENCY</u>	<u>ORGANIZATION</u>	<u>ACCOUNTS</u>	<u>DEBIT</u>	<u>CREDIT</u>
01	Accounts Receivable-SGR			6107		
31	Self-Generated					
01	Accounts Receivable-IAT			6110		
31	Interagency Receipts					
01	Accounts Receivable-Auxiliary			6107		
31	Auxiliary					
01	Accounts Receivable-Other			6125		
31	Other					
03	CAFR Adjustment Account			6693		
	Total Debits and Credits (must equal)					

Schedule 2 (Concluded)



# STATE OF LOUISIANA

SCHEDULE NO.: 09-300

## JEFFERSON PARISH HUMAN SERVICES AUTHORITY

ISIS AGENCY NO.: 300

### SCHEDULE OF APPROPRIATED REVENUE BY TYPE

### GENERAL OPERATING APPROPRIATION FUNDS

For the Year Ended June 30, 2001

ISIS APPR NUMBER	REVENUE SOURCE CODE	CLASSIFIED CASH RECEIPTS THROUGH JUNE 30, 2001	UNCLASSIFIED CASH RECEIPTS AT JUNE 30, 2001	TOTAL CASH DEPOSIT WITH TREASURY (III + IV)	ACCOUNTS RECEIVABLE AT JUNE 30, 2001	AGENCY ADJUSTMENT	TOTAL REVENUE
I	II	III	IV	V	VI	VII	VIII
APPROPRIATED REVENUE FUND							
Federal Funds				\$1,196,012.12	\$ 593,500.18		\$1,789,512.30
General Fund by fees and self generated				0	0		0
General Fund by interagency receipts				273,179.00	56,539.00		329,718.00
Auxiliary funds				0	0		0
Other funds				<u>2,365,852.29</u>	<u>111,022.58</u>		<u>2,476,874.87</u>
Total appropriated revenue				<u>\$3,835,043.41</u>	<u>\$761,061.76</u>		<u>\$4,596,105.17</u>

agencies with cash basis programs only)

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
(Agency Name)

STATE OF LOUISIANA

SCHEDULE OF ADJUSTMENTS DUE TO CASH BASIS PROGRAMS

JUNE 30, 2001

Schedule No. 09-300  
ISIS Agency No. 300

Appropriated Revenues/Fund Source and Type	ISIS Appropriation Number	Total Revenue (Column VIII from Schedule 3)	Cash Basis Program Accrual From 1999-2000 AFR	Cash Basis Program Accrual For 2000-2001	Adjusted Revenue For 2000-2001 (Statement B)
		II	III	IV	V
Federal Funds	NOT APPLICABLE	\$	\$	\$	\$
State funds by fees and self-generated revenue					
State General Funds by interagency receipts					
State funds by auxiliary					
State funds by other					
Total		\$	\$	\$	\$
Appropriated expenditure	ISIS Operating Number	Total Expenditure Schedule I	Cash Basis Accrual From 1999-2000	Cash Basis Program Accrual for 2000-2001	Adjusted Expenditure For 2000-2001 (Statement B)
Program 1		\$	\$	\$	\$
Program 2					
Program 3					
Program 4					
Program 5					
Total Expenditures		\$	\$	\$	\$

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF NON-APPROPRIATED**  
**(MAJOR STATE REVENUE & INCOME NOT AVAILABLE)**  
*For the Year Ended June 30, 2001*

SCHEDULE No.: 09-300

ISIS AGENCY No.: 300

Not Applicable.

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
STATE OF LOUISIANA  
PRIOR YEAR APPROPRIATION DISPOSITION REPORT-GENERAL APPROPRIATION FUNDS  
FISCAL YEAR 2001

Schedule No. 09-300  
ISIS Agency No. 300

Established 6/30/ I	Collected/Paid II	Adjustment + Increase - Decrease III
---------------------------	----------------------	---

A. Surplus and Other Adjustments:

1. Surplus remitted to general fund		
2. Surplus remitted to federal government		
3. Surplus remitted to other funds		
4. Expenditure adjustment		
5. Other (List by Item)	Not applicable	
6. Deferred Revenue		
7. Cash Basis Accounts Receivable Adjustment		
8. Cash Basis Expenditure Adjustment		
9. Total Adjustments to prior year	\$	\$

Reconciliation

Total adjustments shown on 2001 Schedule 5 with arithmetic sign reversed

Add:	
FY '00 cash basis receivable accrual	
FY '00 ending inventory	
T-190 Carryover(s)	
FY '00 federal receivable for payroll (from 1999 AFR, Note R, column 2, line 4)	

Less:	
FY '00 payroll accrual (from Note R, column 2, line 3)	
FY '00 expenditure adjustment from 4G03	

Add or subtract depending on sign:  
FY '00 audit adjustments shown on line 5 of 1999-2000 Schedule 5

AFR Schedule 5 FY '00 Ending Fund Balance	\$
---	----

Note: Any ISIS or nonISIS agency with adjustments to accounts receivable or accounts payable should add that information to this schedule with a complete explanation.



**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NON-APPROPRIATED OTHER FUNDS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
*For the Year Ended June 30, 2001*

SCHEDULE No.: 09-301

ISIS AGENCY No.: 301

Not Applicable.

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**ESCROW FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the Year Ended June 30, 2001

DESCRIPTION	AMOUNT
Unit Name:	
Balance at beginning of year	\$ 0.00
Revenues (additions July 1, 2000 through June 30, 2001):	
6316	6,283,736.55
Expenditures (deductions July 1, 2000 through June 30, 2001):	
6315	<u>6,284,074.49</u>
Balance as of June 30, 2001	(337.94)
Accruals (July 1, 2001 through July 31, 2001):	
*Receivables:	
6326 (FY 2001)	2,979,524.57
*Payables:	
6325 (FY 2001)	<u>2,979,862.70</u>
Fund Balance at End of Year	<u>\$ (676.07)</u>

\*Indicate if these were classified as *FY 2001* or *FY 2002*.

# SCHEDULE 8

Department/ Commission/District: Jefferson Parish Human Services Authority  
Budget Schedule No.: 09-300

Preparer: Gerald LeBreton  
Phone Number: (504) 838-5722  
E.I.N.: 72-1192920

## Cash Basis Schedule of Expenditures of Federal Awards For the Year Ended June 30, 2001

Federal Grantor/ Pass -Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Project Name	Award ID Number	Award Period	Cash Disburse- ments	Receipts/ Issues	Total
U.S. Department of Housing and Urban Development U.S. Department of Housing and Urban Development Supportive Housing Program	14.235	LA48897-0604				\$ 209,122		\$ 209,122*
Unity for the Homeless, Inc. Supportive Housing Program	14.235	LA48896-1405/LA48890-3021				<u>595,931</u>		<u>595,931*</u>
Total U.S. Department of Housing and Urban Development						805,053		805,053
U.S. Department of Health and Human Services City of New Orleans, Mayor's Office of Health Policy HIV Emergency Relief Project Grants	93.914	00-MYR-055/01-MYR				307,215		307,215*
OTHER FEDERAL AWARDS NON MAJOR PROGRAMS								
U.S. Department of Health and Human Services Louisiana Department of Social Services, Office of Community Services Social Services Block Grant - Infant Team	93.667	544629				238,399		238,399
Louisiana Department of Health and Hospitals HIV Prevention Activities Health Department Based	93.940	553753/565829				67,037		67,037

Federal Grantor/ Pass -Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Project Name	Award ID Number	Award Period	Cash Disburse- ments	Receipts/ Issues	Total
U.S. Department of Justice Louisiana Commission on Law Enforcement and Administration of Criminal Justice Juvenile Justice and Delinquency Prevention Allocation to States	16.540	J99-7-001				15,112		15,112
Jefferson Parish, 24 <sup>th</sup> Judicial District Court Byrne Formula Grant Program - Drug Screening Drug Court Discretionary Grant Program	16.579 16.585	800-7-004 97-DC-VX-0048				51,823 152,830		51,823 152,830
Jefferson Parish, Juvenile Court Drug Court Discretionary Grant Program	16.585	99-DC-VX-0062				200,416		200,416
Jefferson Parish Council Byrne Formula Grant Program - Treatment of Adult Defendants Substance Abuse After School Program	16.579 16.579	898-7-022 898-7-016				7,499 16,741		7,499 16,741
U.S. Department of Housing and Urban Development City of New Orleans, Mayor's Office of Health Policy Housing Opportunities for People with AIDS	14.241	00-DHND-059/01-DHND-024				128,191		128,191
Total						\$ 1,990,316	\$ 0	\$ 1,990,316

Major Program



Schedule 8

Department/Commission/District Jefferson Parish Human Services Authority

Budget Schedule No. 09-300

Preparer: Gerald LeBreton

Phone Number: (504) 838-5722

Cash Basis

Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2001

EIN Number: 72-1192920

(list all EIN numbers covered in this schedule;  
attach if necessary)

Loan Information (If applicable):

Federal Grantor	Program Name/Title and Cluster Name	CFDA or		Project Name	Outstanding Loan Balance
		Identifying No.	Other		

NOT APPLICABLE

Total

Department/ Commission/ District: Jefferson Parish Human Services Authority

Budget Schedule Number: 09-300

Preparer: Gerald LeBreton  
Phone Number: (504) 838-5722  
EIN: 72-1192920

**Reconciliation**  
**Schedule I and Schedule 8**  
Fiscal Year Ended June 30, 2001

Total Federal Expenditures per Schedule 8	\$ 1,990,316
Plus: Current Year 13 <sup>th</sup> Period Expenditures (07/01/01 - 07/31/01)	593,500
Less: Prior Year 13 <sup>th</sup> Period Expenditures (07/01/00 - 07/31/00)	<u>(794,304)</u>
Total Revenue per Schedule I, Col. V Line 4	<u>\$ 1,789,512</u>

## Schedule 8-1

Hospital/College/University Jefferson Parish Human Services AuthorityPreparer: Gerald LeBretonPhone Number: (504)838-5722EIN Number: 72-1192920Schedule of Fixed Price Contracts  
For the Year Ended June 30, 2001(list all EIN numbers covered in  
this schedule; attach if necessary)

Federal Grantor	Pass-Through Entity	Program Name/Title and Cluster Name	CFDA or Other		Pass-through Entity's Number	Project Name	Award ID Number	Award Period	Revenues
			Identifying No.	Identifying No.					

NOT APPLICABLE

Direct Awards:Awards From a Pass-Through Entity:

Total

Federal Grantor = the federal agency that granted the federal award to you or the pass-through entityPass-Through Entity = the quasi-public agency, local government, other state government, public college or university in another state, et cetera, that provided your agency a federal award to carry out a federal program, if applicableProgram Name/Title and Cluster Name = the program title should come from the CFDA catalog; if not available, the title should be taken from the federal award document; the cluster name should come from these instructions if a program falls within a cluster, see p. 3 of instructionsCFDA or Other Identifying No. = this number should be presented on the federal award document; if a CFDA number is not available, an other identifying number, along with a 2-digit federal agency prefix, must be included; i.e., federal award no., etc.Pass-through entity number = identifying number assigned by the pass-through entityProject name: = the name of the grant or project as identified in your accounting records; if the project name is the same as the program, enter SAMEAward ID = the grant, contract, etc., number that was assigned by the Federal grantor; this number is the number that you use when corresponding with your grantorAward period = the period during which the assistance is available to your agencyRevenues = the amount of revenues received during the year under fixed-price contracts

## Schedule 8-2

Hospital/College/University JEFFERSON PARISH HUMAN SERVICES AUTHORITYSchedule of Disclosures for Federally Assisted Loans  
For the Year Ended June 30, 2001

Federal Grantor	Program Name/Title and Cluster Name	CFDA No. or Other Identifying No.	Loans Made or Disbursed During the Year (00-01)	Loans Received During the Year (00-01)	Outstanding Loan Balance at 6/30/01	Principal and Interest Canceled
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NOT APPLICABLE

Preparer:

Gerald LeBreton

Phone Number:

(504) 838-5722

EIN Numbers:

72-1192920

(please list all EIN numbers applicable to the information reported in this schedule)

Federal Grantor = the federal agency that granted the federal award to you or the pass-through entityProgram Name/Title and Cluster Name = the program title should come from the CFDA catalog; if not available, the title should be taken from the federal award document; the cluster name should come from these instructions if a program falls within a cluster, see p. 3 of instructions.CFDA or Other Identifying No. = this number should be presented on the federal award document; if a CFDA number is not available, an other identifying number along with the 2-digit federal agency prefix, must be included; i.e., federal award no., etc. (a list of 2-digit federal agency prefixes is included in these instructions)



**Schedule 8-3**

***Jefferson Parish Human Services Authority***

**Summary Schedule of Prior Federal Audit Findings for the Year Ended June 30, 2001**

**Preparer: Gerald LeBreton**

**Phone Number: (504) 838-5722**

**EIN: 72-1192920**

**None.**

**Schedule 8-4**  
**State Agency/Hospital/University Jefferson Parish Human Services Authority**

Preparer: Gerald LeBreton  
 Phone Number: (504) 838-5722  
 EIN Number: 72-1192920

**Schedule of Non-State Subrecipients of  
 Major Federal Programs  
 For the Year Ended June 30, 2001**

Federal Grantor and CFDA or Other Identifying No.	Award or Subaward Number	Project Number	Major Program Name and Cluster Name, when applicable	Amount of Major Program Funds Disbursed to	
				Non-State Subrecipient	Non-State Subrecipient
U.S. Department of Housing and Urban Development 14.235	LA48B96-1405/ LA48B90-3021		Unity for the Homeless, Inc. Supportive Housing Program	\$363,372	Resources for Human Development, Inc.

**NOTE: Please provide subtotals by program on the schedule.**

CFDA or Other Identifying No. = number in the Catalog of Federal Domestic Assistance that identifies the federal program; if a CFDA number is not available, an other identifying number along with the 2-digit federal agency prefix (a list of prefixes is attached) should be assigned to the program to identify it; the number should appear on the attached list of major programs.

Major Program Name and Cluster Name = the name of the major federal program from which the funds were passed through to the secondary subrecipient; the cluster name should be presented if the program is a part of a cluster as designated by OMB; the program name and cluster name, if applicable, should appear on the attached list of major programs.

Amount of Major Program Funds Disbursed to Non-State Subrecipient = the amount of the major program funds that was passed through to a non-state subrecipient; this amount should be included in the total expenditures of the program as presented on Schedule 8

Non-State Subrecipient = the unit of local government, the private Louisiana college (Tulane), the private/public non-Louisiana college or university (University of Georgia), the unit of state government other than the State of Louisiana, or the name of the quasi-public agency to which the major program funds were passed through in a subrecipient relationship

Preparer: Gerald LeBreton

Schedule of State Agency/University Subrecipients of  
Federal Programs

Phone Number: (504) 838-5722

For the Year Ended June 30, 2001

EIN Number: 72-1192920

Federal Grantor and CFDA or Other Identifying No.	Award or Subaward Number	Project Number	Federal Program Name and Cluster Name, when applicable	Amount of Federal Program Funds Disbursed to	
				State Agencies or Universities	State Agency or University Subrecipient
U.S. Department of Justice 16.540	J99-7-001		Family Strengthening Program	\$4,318	Louisiana State University

CFDA or Other Identifying No. = number in the Catalog of Federal Domestic Assistance that identifies the federal program; If a CFDA number is not available, an other identifying number along with the 2-digit federal agency prefix should be assigned to the program to identify it (the list of 2-digit federal agency prefixes is attached)

Federal Program Name and Cluster Name = the name of the federal program from which the funds were passed through to the state agency/university subrecipient; the cluster name should be presented if the program is a part of a cluster as designated by OMB; the program name and cluster name if applicable

Amount of Federal Program Funds Disbursed to State Agencies or Universities = the amount of the federal program that was passed through to a state agency or university

State Agency or University Subrecipient = a State of Louisiana department, agency, district, commission, college, or university

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF PER DIEM PAID BOARD**  
**(COMMISSION) MEMBERS, BY FUND**  
*For the Year Ended June 30, 2001*

SCHEDULE No.: 09-300  
ISIS AGENCY No.: 300

Not Applicable.



**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF CONSULTANT FEES FOR FEASIBILITY STUDIES**  
**AND OTHER SPECIAL REPORTS, BY FUND**  
*For the Year Ended June 30, 2001*

SCHEDULE No.: 09-300

ISIS AGENCY No.: 300

Not Applicable.

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**SCHEDULE OF INTERAGENCY RECEIPTS**  
For the Year Ended June 30, 2001

SCHEDULE No.: 09-300  
ISIS AGENCY No.: 300

AGENCY NUMBER I	SOURCE II	CLASSIFIED JUNE 30, 2001 III	UNCLASSIFIED JUNE 30, 2001 IV	ACCOUNTS RECEIVABLE V	TOTALS VI
340	DHH/OCDD	\$ 148,608.00			\$ 148,608.00
351	DHH/OAD	<u>124,571.00</u>		<u>\$ 56,539.00</u>	<u>181,110.00</u>
Total		<u>\$ 273,179.00</u>		<u>\$ 56,539.00</u>	<u>\$ 329,718.00</u>

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**INTRODUCTION**

The Jefferson Parish Human Services Authority is an agency of the State of Louisiana reporting entity and was created in accordance with Act 458 of the 1989 regular session. The Jefferson Parish Human Services Authority is charged with the operation and management of Mental Health, Addictive Disorders, and Developmental Disabilities for Jefferson Parish within the State of Louisiana.

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Jefferson Parish Human Services Authority prepared its financial statements in accordance with the procedures established by the Division of Administration. While the financial activities of the Jefferson Parish Human Services Authority are not legally or practically an established fund account, they are organized and operated on a fund basis whereby a separate self-balancing set of accounts is maintained to account for authorized or appropriated activities. Therefore, while the accompanying financial statements of the Jefferson Parish Human Services Authority contain sub-account information of the various funds of the State of Louisiana they only present information as to the transactions of the Jefferson Parish Human Services Authority as authorized by Louisiana statutes and administrative regulations, and as such, they are not prepared in accordance with generally accepted accounting principles. In addition, general fixed assets and long-term obligations of the agency are not recognized in the accompanying financial statements but are recognized in the account groups of the general purpose financial statements of the State of Louisiana.

In June, 1997, the Governmental Accounting Standards Board (GASB) updated its Codification of Governmental Accounting and Financial Reporting Standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

Annually the State of Louisiana issues a comprehensive annual financial report which includes the activity contained in the accompanying financial statements. The comprehensive annual financial report is audited by the Louisiana Legislative Auditor.

**1. FUND ACCOUNTING**

**General Operating Appropriations**

The General Operations Fund is used to account for all general and auxiliary fund appropriated operating expenditures and minor capital acquisitions. All appropriated general and auxiliary operations revenue is accounted for in this fund.

**Non-Appropriated Funds (describe each Non-Appropriated Fund)**

**Major State Revenues and Income Not Available** - The agency collects major state revenues that are remitted to the State Treasury for deposit to statutorily dedicated funds. In addition, the agency collects funds specifically identified by the Division of Administration - Budget Office as Income Not Available that are remitted to the State Treasury. These amounts are not available to the agency for expenditure and are, therefore, not included on Statement B but are detailed on Schedule 4.

**Payroll Clearing Fund** - The Payroll Clearing Fund is used to account for payroll deductions and accrued benefits.

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

*The non-appropriated funds relating to Major State Revenues, Income Not Available and Payroll Clearing are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.*

For purpose of this statement presentation, collections in excess of Appropriated Means of Financing are not considered income not available and therefore are included on Statement B.

**2. BASIS OF ACCOUNTING**

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the Jefferson Parish Human Services Authority are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration - Office of Statewide Reporting and Accounting Policy as follows:

Revenues - State General Fund and Interim Emergency Board appropriations are recognized as the net amount warranted during the fiscal year including the 45 day close period.

Fees and self-generated revenues, interagency transfers, federal funds, intrafund revenues, non-appropriated revenues, and other financing sources (with the exception of agency funds) are recognized in the amounts earned, to the extent that they are both measurable and available. (Describe other basis of revenue recognition which differs from this.)

Expenditures - Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that obligations of employees' vested annual and sick leave are recorded as expenditures when paid. (List any other exceptions.)

**B. IMPREST FUNDS**

**1. ISIS AGENCIES**

The agency maintains a permanent Travel and Petty Cash Imprest Fund in the amount of \$ 0 as authorized by the Commissioner of Administration and advanced by the State Treasurer's Office in accordance with Title 39. The funds are permanently established and periodically replenished from agency operating funds when expenditure vouchers are presented.



**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**2. NON-ISIS AGENCIES**

The agency maintains a Petty Cash Fund in the amount of \$ 1,450 as authorized by the Commissioner of Administration in accordance with Title 39 of the Louisiana Revised Statutes. The fund is established at the beginning of the fiscal year from the agency's regular operating appropriation and is closed at the end of the fiscal year. The fund is periodically replenished from agency operating appropriation when expenditure vouchers are presented during the fiscal year. The established base amount is considered an internal agency fund; however, the requirement for repayment of the fund to the operating appropriation at the end of the fiscal year eliminates the need for the fund to be reported in these financial statements.

**C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS (If all agency cash and investments are deposited in the State Treasury, disregard Note C.)**

**1. DEPOSITS WITH FINANCIAL INSTITUTIONS**

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the Jefferson Parish Human Services Authority agency may deposit funds with a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the agency may invest in time certificates of deposit in state banks organized under the laws of Louisiana, national banks having their principal office in the State of Louisiana, in savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

As reflected on Statement A, the Jefferson Parish Human Services Authority agency had deposits in bank accounts totaling \$ 565,403 at June 30, 2001. Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the state treasurer. The deposits at June 30, 2001, were secured as follows:

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

	Deposits in bank accounts			
	<u>Cash</u>	<u>Certificates of Deposit</u>	<u>Other (Describe)</u>	<u>Total</u>
Deposits in bank accounts per balance sheet	\$ <u>565,403</u>	\$ _____	\$ _____	\$ <u>565,403</u>
Bank balances:				
1. Insured or collateralized with securities held by the entity or its agency <u>in the entity's name</u>	<u>\$100,000</u>	_____	_____	<u>\$100,000</u>
2. Collateralized with securities held by the pledging institution's trust department or agent <u>in the entity's name</u>	<u>\$640,549</u>	_____	_____	<u>\$640,549</u>
3. Uncollateralized, including any securities held for the entity <u>but not in entity's name</u>	_____	_____	_____	_____
Total bank balances	\$ <u>740,549</u>	\$ _____	\$ _____	\$ <u>740,549</u>

The following is a breakdown by banking institution, program, account number and amount of the bank balances shown above:

<u>Banking Institution</u>	<u>Program</u>	<u>Amount</u>
1. Bank One	Operating	\$ <u>0</u>
2. Bank One	Ancillary	<u>0</u>
3. Bank One	Sweep	<u>\$740,549</u>
4. _____	_____	_____
Total		\$ <u>740,549</u>

Were uncollateralized securities fitting the description in (3) above during the year significantly greater than at June 30, 2001. If yes, attach a statement listing the amount(s) and a reason for this occurrence. Not Applicable

**2. INVESTMENTS**

The Jefferson Parish Human Services Authority does maintain investment accounts as authorized by state law (note legal provisions authorizing investment by the agency).

Investments can be classified according to the level of risk to the entity. Using the following categories, list each type of investment disclosing the carrying amount, market value, and applicable category of risk.

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

Category 1 - Insured or registered in the entity's name, or securities held by the entity or its agent in the entity's name

Category 2 - Uninsured and unregistered with securities held by the counterparty's trust department or agent in the entity's name

Category 3 - Unsecured and unregistered with securities held by the counterparty, or by its trust department or agent but not in the entity's name

NOTE: If, during the year, the amount of Category 3 securities were greater than at 6/30/2001 (end of fiscal year) attach a statement to that effect and briefly state the cause(s).

Certain types of investments cannot appropriately be categorized. These are to be listed separately at the end of this schedule.

<u>Type of Investments</u>	<u>Category of Risk</u>			<u>Reported Amount</u>	<u>Fair Value</u>
	<u>1</u>	<u>2</u>	<u>3</u>		
Repurchase agreements	\$	\$	\$	\$	\$
U.S. Government securities	790,252			790,252	795,178
Common & preferred stock					
Commercial paper					
Corporate bonds					
Other: (identify)					
Total categorized investments	\$ 790,252	\$	\$	\$ 790,252	\$ 795,178
Investments not categorized: (list separately)					
Total Investments				\$ 790,252	\$ 795,178



STATE OF LOUISIANA  
JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2001

3. OTHER DISCLOSURES REQUIRED FOR INVESTMENTS

- a. Investments in pools managed by other governments or mutual funds Not Applicable
- b. Securities underlying reverse repurchase agreements Not Applicable
- c. Unrealized investment losses Not Applicable
- d. Commitments as of June 30, 2001, to resell securities under yield maintenance repurchase agreements:
  - 1. Carrying amount and market value at June 30 of securities to be resold Not Applicable
  - 2. Description of the terms of the agreements Not Applicable
- e. Investment types owned during the year but not owned as of June 30, 2001 Not Applicable
- f. Losses during the year due to default by counterparties to deposit or investment transactions Not Applicable
- g. Amounts recovered from prior-period losses which are not shown separately on the balance sheet Not Applicable

Legal or Contractual Provisions for Reverse Repurchase Agreements – Not Applicable

- h. Source of legal or contractual authorization for use of reverse repurchase agreements \_\_\_\_\_
- i. Significant violations of legal or contractual provisions for reverse repurchase agreements that occurred during the year \_\_\_\_\_

Reverse Repurchase Agreements as of the Balance Sheet Date – Not Applicable

- j. Credit risk related to the reverse repurchase agreements outstanding at balance sheet date, that is, the aggregate amount of reverse repurchase agreement obligations including accrued interest compared to aggregate market value of the securities underlying those agreements including interest \_\_\_\_\_
- k. Commitments on June 30, 2001, to repurchase securities under yield maintenance agreements \_\_\_\_\_
- l. Market value on June 30, 2001, of the securities to be repurchased \_\_\_\_\_
- m. Description of the terms of the agreements to repurchase \_\_\_\_\_
- n. Losses recognized during the year due to default by counterparties to reverse repurchase agreements \_\_\_\_\_



**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

- o. Amounts recovered from prior-period losses which are not separately shown on the operating statement \_\_\_\_\_

**Fair Value Disclosures**

- p. Methods and significant assumptions used to estimate fair value of investments, if fair value is not based on quoted market prices Not Applicable
- q. Basis for determining which investments, if any, are reported at amortized cost Short term highly liquid investments that have a remaining maturity at the time of purchase of one year or less.
- r. For investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool Not Applicable
- s. Whether the fair value of your investment in the external investment pool is the same as the value of the pool shares Not Applicable
- t. Any involuntary participation in an external investment pool Not Applicable
- u. Whether you are unable to obtain information from a pool sponsor to determine the fair value of your investment in the pool, methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate Not Applicable
- v. Any income from investments associated with one fund that is assigned to another fund Not Applicable

**D. GENERAL FIXED ASSETS**

At June 30, 2001, the agency had stewardship responsibility for \$756,648 in movable property, valued at (describe basis used to value movable assets). The agency does not include in the movable property inventory items valued at \$1,000 or less; however, movable property acquired through capital leases has been added to the inventory.

In accordance with Louisiana Revised Statutes 39:321-332, the agency has complied with the movable property statutes of the State of Louisiana.

A summary of changes in movable property follows:

Balance July 1, 2000	Adjustments	Restated Balance July 1, 2000	Additions	Deletions	Balance June 30, 2001
\$ 938,235		\$ 938,235	113,347	294,934	\$ 756,648

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**E. INVENTORY OF MATERIALS AND SUPPLIES**

In general, inventories are recorded as an expenditure when purchased. The cost value of inventory, determined under (periodic) inventory system using the (FIFO) valuation method, at the date of the financial statement is presented within the asset portion of the statement for informational purposes only. A fund balance reserve for inventory equal to the amount of inventory is used to indicate that inventory is not an "available expendable resource".

**F. SEEDS**

The agency is in receipt of a seed in the amount of \$ 0 as authorized by the joint approval of the State Treasurer and the Commissioner of Administration and drawn against the State Treasurer. The seed represents a liability to the unit and must be repaid if not reauthorized annually.

The breakdown of advances by unit are as follows:

	<u>Fund</u>	<u>Date Authorized</u>	<u>Amount</u>
1.			\$
2.			
3.			
4.			
Total			\$ <u>0</u>

**G. ENCUMBRANCE ACCOUNTING**

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrances are recorded by the agency but are not included in the financial statements. The agency does not have the ability to finance the liquidation of encumbrances after June 30, 2001 as provided by Louisiana Revised Statute 39:82(A).

**H. LONG TERM OBLIGATIONS**

The agency by statute is not allowed to incur bonded indebtedness and therefore no recognition within this account is necessary. Further, any long term obligations of the agency arising from lease commitments, judgments, or compensated absences are not recognized in the accompanying statements but are disclosed within these notes.

**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

**I. JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES**

Obligations and losses rising from judgments, claims, and similar contingencies are paid through the state's self-insurance fund and are not reflected in the accompanying special purpose financial statements. The self-insurance fund is operated by the Office of Risk Management, the state agency responsible for the state's risk management program.

NOTE: Should you have claims which have not been submitted to Risk Management, include a schedule of these claims.

Those agencies collecting federal funds, who have been informed that certain of their previously claimed costs were disallowed, should disclose the requested information in the schedule shown below. Show each possible disallowance separately.

<u>Program</u>	<u>Date of Disallowance</u>	<u>Amount</u>	<u>Probability of Payment*</u>	<u>Estimated Settlement Amount</u>
1. _____	_____	\$ _____	_____	\$ _____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

\* Remote, reasonably possible, probable, or unknown

Claims and litigation cost of \$ 0 were incurred in the current year and are reflected in the accompanying financial statements.

**J. LEAVE**

**1. ANNUAL AND SICK LEAVE**

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits. Act 343 of 1993 allows members of the Louisiana State Employees' Retirement System, upon application for retirement, the option of receiving an actuarially determined lump sum payment for annual and sick leave which would otherwise have been used to compute years of service for retirement. The liability for unused annual leave payable at June 30, 2001, computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards Section C60.105, is estimated to be \$515,168. The leave payable is not recorded in the accompanying financial statements.



**STATE OF LOUISIANA**  
**JEFFERSON PARISH HUMAN SERVICES AUTHORITY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2001**

NOTE: Should you have employees who upon retirement - or their heirs upon the employee's death - are compensated for up to 25 days of unused sick leave, you should include the dollar value of this leave in the annual leave shown above. Civil Service General Circular Number 001155 states that classified employees belonging to the Teacher's Retirement System of Louisiana and to the Louisiana School Employee's Retirement System are not eligible for payment of unused sick leave upon retirement or death. L.R.S. 17:425 on the other hand provides for payment for up to 25 days of unused sick leave for members of these two systems. In Opinion Number 94-373, the Attorney General opined that the Civil Service Commission had jurisdiction over classified employees and therefore those members are not eligible for payment of unused sick leave. Because the Commission has no authority over unclassified employees, those members are eligible to receive such compensation.

**2. Compensatory Leave (Use for Non-Exempt Employees)**

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employee's hourly rate of pay at termination or transfer. The liability for accrued payable compensatory leave at June 30, 2001 computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards, Section C60.105 is estimated to be \$3,227. The leave payable (is) (is not) recorded in the accompanying financial statements.

**K. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS PER GASB 12**

LRS 42:821 through 42:880 establishes the self-insured and self-funded state employees group health care and life insurance program and authorizes the Jefferson Parish Human Services Authority agency to provide certain continuing health care and life insurance benefits for its retired employees. Substantially all of the agency's employees become eligible for those benefits if they reach normal retirement age while working for the agency. Monthly premiums are paid jointly by the employees and the employer (from the agency appropriation) for both retirees' and active employees' benefits regardless of whether benefits are provided by Group Benefits or one of the HMOs authorized by Group Benefits. The agency recognizes the cost of providing benefits as an expenditure when paid during the year. For the year ended June 30, 2001, the costs of retirees' benefits totaled \$16,396, while the number of retirees is 5. (As defined by the GASB Statement 12, dependents of a retiree should be counted as a single unit if the retiree is deceased and should not be counted if the retiree is alive.) The cost of retirees' benefits is net of participant's contribution.



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L. ENCUMBRANCES - Not Applicable

The following are multi-year contracts whose payments are to be liquidated with statutorily dedicated funds only: (Show each year separately). General Fund is not shown. An example would be certain payments made by the Department of Natural Resources. Obligations are made against the Wetlands Conservation and Restoration Fund for contracts which are let for two to five years in the future. **Be sure that you do not double count cooperative endeavors that are reported in note X.**

Examples:

Wetlands Fund  
 Lottery Proceeds Fund

M. LEASE AND RENTAL COMMITMENTS

Lease agreements, if any, have non-appropriation exculpatory clauses that allow lease cancellation if the Legislature does not make an appropriation for its continuation during any future fiscal period. Total operating lease expenditures for fiscal year 2000-2001 amounted to \$537,282.

1. OPERATING LEASES

Operating leases are all leases which do not meet the criteria of a capital lease. Operating leases are grouped by nature (i.e. office space, equipment, etc.) and the annual rental payments for the next five fiscal years are presented in the following schedule.

<u>Nature of lease</u>	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>	<u>FY2005</u>	<u>FY2006</u>	<u>There- after</u>
a. Office space	\$ <u>508,248</u>	\$ <u>508,248</u>	\$ <u>508,248</u>	\$ <u>508,248</u>	\$ <u>423,540</u>	\$ <u>-0-</u>
b. Equipment	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
c. Land	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
d. Other	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total	\$ <u>508,248</u>	\$ <u>508,248</u>	\$ <u>508,248</u>	\$ <u>508,248</u>	\$ <u>423,540</u>	\$ <u>-0-</u>

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Rental expense for operating leases with scheduled rent increases is based on the relevant lease agreement except in those cases where a temporary rent reduction is used as an inducement to enter the lease. In those instances, rental expense is determined on either a straight-line or interest basis over the term of the lease, as required by GASB 13, and not in accordance with lease terms. The agency does (does not) have leases with scheduled rent increases due to temporary rent reductions used as an inducement to enter the lease. The resulting revenues/expenses are (are not) shown on the statement of operations. If not included on the statement of operations, attach a schedule listing all such leases.

**2. CAPITAL LEASES AND LEASE PURCHASES**

Capital leases are defined as an arrangement in which any one of the following conditions apply (1) ownership transfers by the end of the lease, (2) the lease contains a bargain purchase option, (3) the lease term is 75% of the asset life or (4) the discounted minimum lease payments are 90% of the fair market value of the asset.

Schedule A should be used to report all capital leases (including new leases, excluding LEAF leases) in effect as of 6/30/01. In schedule B, report only those new leases entered into during fiscal year 2000-2001. Note: LEAF leases should be shown in Schedule C only. Do not include in Schedule A or B.

**SCHEDULE A - TOTAL AGENCY CAPITAL LEASES EXCEPT LEAF**

<u>Nature of lease</u>	<u>Date of lease</u>	<u>Last payment date</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space			\$	\$	
b. Equipment	8-17-98/ 8-30-03	8-1-03	689	8,356	State
c. Land					
Total			\$ 689	\$ 8,356	

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2001:

<u>Year ending June 30,:</u>	<u>Total</u>
2002	\$ 4,729
2003	3,699
2004	617
2005	
2006	
Thereafter	
Total minimum lease payments	9,045
Less amounts representing executory costs	( )
Net minimum lease payments	9,045
Less amounts representing interest	( 689)
Present value of net minimum lease payments	\$ 8,356

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**SCHEDULE B - NEW AGENCY CAPITAL LEASES EXCEPT LEAF**

<u>Nature of lease</u>	<u>Date of lease</u>	<u>Last payment date</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space			\$	\$	
b. Equipment	9/10/00-8/30/03	8/01/03	679	7,336	State
c. Land					
Total			\$ 679	\$ 7,336	

Following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2001:

<u>Year ending June 30,:</u>	<u>Total</u>
2002	\$ 3,699
2003	3,699
2004	617
2005	
2006	
Thereafter	
Total minimum lease payments	8,015
Less amounts representing executory costs	( )
Net minimum lease payments	8,015
Less amounts representing interest	( 679)
Present value of net minimum lease payments	\$ 7,336

**SCHEDULE C - LEAF CAPITAL LEASES -** Not Applicable

<u>Nature of lease</u>	<u>Date of lease</u>	<u>Last payment date</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space			\$	\$	
b. Equipment					
c. Land					
Total			\$ 0	\$ 0	

Following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2001.

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Year ending June 30,:	<u>Total</u>
2002	\$ _____
2003	_____
2004	_____
2005	_____
2006	_____
Thereafter	_____
Total minimum lease payments	_____
Less amounts representing executory costs	( _____ )
Net minimum lease payments	_____
Less amounts representing interest	( _____ )
Present value of net minimum lease payments	\$ <u>-0-</u>

**3. REVENUE LEASES - Not Applicable**

**LESSOR DIRECT FINANCING LEASES**

A lease is classified as a direct financing lease when (1) any one of the four capitalization criteria used to define a capital lease for the lessee is met and (2) both the following criteria are satisfied:

- Collectibility of the minimum lease payments is reasonably predictable.
- No important uncertainties surround the amount of the unreimbursable costs yet to be incurred by the lessor under the lease.

Provide a general description of the direct financing agreement, and complete the chart below.

<u>Composition of lease</u>	<u>Date of lease</u>	<u>Minimum lease payment receivable</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>
a. Office space	_____	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____	_____
c. Land	_____	_____	_____	_____
Less amounts representing executory costs		( _____ )		
Minimum lease payment receivable		_____		
Less allowance for doubtful accounts		( _____ )		
Net minimum lease payments receivable		_____		
Less unearned income		( _____ )		
Net investment in direct financing lease		\$ <u>-0-</u>		

Minimum lease payments do not include contingent rentals which may be received as stipulated in the lease contracts. Contingent rental payments occur if for example the use of the equipment, land, or building etc., exceeds a certain level of activity each year. Contingent rentals received for fiscal year 2001 were \$ 0 for office space, \$ 0 for equipment, and \$ 0 for land.



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The agency received lease revenues for Not Applicable. Total revenues for fiscal year 2000 - 2001 totaled \$ 0. The following is a schedule by years of minimum lease receivable for the five succeeding fiscal years as of June 30, 2001:

	<u>Minimum Lease Receivables</u>
Year ending <u>2001</u> :	
2002	\$ _____
2003	_____
2004	_____
2005	_____
2006	_____
Thereafter	_____
Total	\$ <u>-0-</u>

**4. LESSOR - Operating Lease – Not Applicable**

When a lease agreement does not satisfy at least one of the four criteria for reporting as a capital lease (common to both lessee and lessor accounting), and both of the criteria for a lessor (collectibility and no uncertain reimbursable costs), the lease is classified as an operating lease. In an operating lease, there is no simulated sale and the lessor simply records rent revenues as they become measurable and available.

Provide the cost and carrying amount, if different, of property on lease or held for leasing organized by major class of property and the amount of accumulated depreciation (optional for Governmental Funds) as of June 30, 2001.

a. Office space	\$ _____
b. Equipment	_____
c. Land	_____
Less: accumulated depreciation	( _____ )
	\$ <u>-0-</u>
Total carrying amount of property	

The following is a schedule by years of minimum future rentals on noncancellable operating lease(s) as of 6/30/2001 last day of fiscal year):

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<u>Nature of lease</u>	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>	<u>FY2005</u>	<u>FY2006</u>	<u>There- after</u>
a. Office space	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____	_____	_____	_____
c. Land	_____	_____	_____	_____	_____	_____
d. Other	_____	_____	_____	_____	_____	_____
Total minimum future rentals	\$ _____ 0	\$ _____ 0	\$ _____ 0	\$ _____ 0	\$ _____ 0	\$ _____ 0

Contingent rentals received from operating leases for fiscal year 2001 were \$ \_\_\_\_\_ 0  
for office space, \$ \_\_\_\_\_ 0 for equipment, and \$ \_\_\_\_\_ 0 for land.

**N. RELATED PARTY TRANSACTIONS**

List all related party transactions as defined by FASB 57 including the description of all relationships, the transactions, the dollar amount of the transactions and any amounts to or from which result from related party transactions.

\*See attached note

**O. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES – Not applicable**

On-behalf payments for fringe benefits and salaries are direct payments made by one entity to a third-party recipient for the employees of another, legally separate entity. One of the two entities party to on-behalf payments for fringe benefits and salaries may be a non-governmental entity. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends.

**1. Reporting:**

**a. Employer Entity:**

The amount of revenues recognized (received) during the year plus any receivables at year end by third-party recipients for fiscal year 2001 is \$ \_\_\_\_\_ 0.

The amount of expenditures/expenses when the employer entity is not legally obligated to make payments is recognized as the amount of revenues recognized.

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The amount of expenditures/expenses recognized for fiscal year 2001 is \$ 0.

The amount of expenditures/expenses when the employer entity is legally obligated to make payments is recognized based on the accounting standards applicable to that type of transaction. For example, if contributions are made to a pension plan, the expenditure/expense should be recognized following pension accounting standards. The amount of expenditures/expenses recognized for fiscal year 2001 is \$ 0.

b. Paying Entity:

A paying entity would not recognize any revenues for on-behalf payments for fringe benefits.

The amount of expenditures/expenses recognized and classified by the paying entity is the same amount it would use to classify similar cash grants to other entities. The amount of expenditures/expenses recognized for fiscal year 2001 is \$ 0.

2. Disclosure:

The following on-behalf payments that are contributions to a pension plan for which the agency is not legally responsible are:

<u>Contributor</u>	<u>Pension Plan</u>
--------------------	---------------------

P. PASS-THROUGH GRANTS –

Pass-through grants are grants and other forms of financial assistance received by governmental entities to be transferred to or spent, according to legal or contractual requirements, on behalf of secondary recipients, which may or may not be governmental entities or agencies. Pass-through grants are grants which meet any of the following criteria:

The government entity monitors secondary recipients for compliance with program requirements.

The governmental entity determines secondary recipients eligibility even if the grantor's eligibility criteria are used.

The governmental entity is able to determine how grant funds are to be allocated.

The governmental entity has direct financial involvement in administration of the grant, such as financing part of the program costs for matching purposes or being liable for disallowed costs. This does not apply to incidental administrative costs.

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<u>Grant Name</u>	<u>Federal Identification Number</u>	<u>Amount</u>
Supportive Housing Program	14.235	\$ 363,372
Family Strengthening Program	16.540	12,953

**Q. IN-KIND CONTRIBUTIONS – Not applicable**

(List all in-kind contributions that are not included in the accompanying financial statements.)

<u>In-Kind Contributions</u>	<u>Cost/Estimated Cost/ Fair Market Value as Determined by Grantor</u>
	\$ _____
	_____
	_____
	_____
	_____
Total	\$ <u>0</u>

(NOTE: In-kind contributions represent things of value donated or received by your agency from an outside source which would otherwise create an expenditure to the agency if the agency was required to purchase the goods or services from current resources. Examples are 1) pharmacy items donated to a state hospital from a pharmaceutical company, 2) food items donated to a state prison from the U.S. Department of Agriculture, or 3) donated fixed assets, recorded at fair market value, and also recorded in general fixed assets. Do not include within the in-kind contribution funds contributed by local governments or nonprofit organizations to provide program matching shares.

**R. PAYROLL AND RELATED BENEFITS ACCRUAL**

Agencies will be required to reflect the 2000-2001 accrued personal services cost for this fiscal year on the accompanying financial statement. The following schedule will aid you in doing so. As most agency units pay their employees biweekly this would require a fiscal year 1999-2000 accrual calculation based on five (5) days and the fiscal year 2000-2001 calculation will be based on five (5) days. Agencies must also determine the federal match on this accrual calculation.



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	<u>FY 1999-2000</u>	<u>FY 2000-2001</u>
1. 07/14/00 Payroll (gross & related)	\$ <u>312,284</u>	
2. 07/13/01 Payroll (gross & related)	X 50.0%	\$ <u>301,328</u> X 50.0%
3. Payroll accrual	\$ <u>156,142</u>	\$ <u>150,664</u>
4. Estimated federal receivable attributed to the accrual shown above	\$ <u>12,880</u>	\$ <u>6,308</u>
<u>Expenditure Schedule – Not applicable</u>		
5. Total programs from Schedule 1		
6. Less: 1999-2000 accrual from line 3, column 1 above		
7. Plus: 2000-2001 accrual from line 3, column 2 above		
8. To Statement B (this should be the total for <u>all</u> programs)		\$ <u>0</u>
<u>Federal Receivable Attributed to Payroll Accrual – Not applicable</u>		
9. Federal Funds from Schedule 3, column VIII, line A or Schedule 3-1, column V, line 1		
10. Less: 1999-2000 accrual from line 4, column 1 above		
11. Plus: 2000-2001 accrual from line 4, column 2 above		
12. To Statement B (line 4) Federal Funds		\$ <u>0</u>

**S. TOTAL COLUMNS ON COMBINED STATEMENTS – MEMORANDUM ONLY**

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations. Neither is such data comparable to a consolidation.

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T. FUND DEFICITS

The following individual funds had deficits for the year ended June 30, 2001:

<u>Fund</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
Total	\$ <u>0</u>

These deficits were the results of (describe): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The deficits will be resolved (describe): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

U. RESERVE FOR CONTINUING OPERATION(S) – Not applicable

The Unit is by statute allowed to retain residual fund balance in order to finance future operations. For the fiscal year ended June 30, 2001, \$ 0 was the amount reserved.

<u>Office/Fund</u>	<u>Louisiana Revised Statutes</u>	<u>Reserve for Continuing Operations</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		\$ <u>0</u>

V. PER DIEM PAID BOARD (COMMISSION) MEMBERS – Not applicable

Per diem payments are presented on Schedule 10. The per diem payments are authorized by Louisiana Revised Statute Not applicable, and are presented in compliance with Senate Concurrent Resolution No. 54 of the 1979 Session of the Legislature.

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**W. CONSULTANT FEES FOR REASIBILITY STUDIES AND OTHER SPECIAL REPORTS –**  
Not applicable

Schedule 11 presents professional services payments made for consultant fees for feasibility studies and other special reports. This schedule is prepared in compliance with Senate Concurrent Resolution No. 35 of the Regular Session of 1974.

**X. COOPERATIVE ENDEAVORS – Not applicable**

LRS 33:9022 defines cooperative endeavors as any form of economic development assistance between and among the state of Louisiana, its local governmental subdivisions, political corporations, public benefit corporations, the United States government or its agencies, or any public or private association, corporation, or individual. The term cooperative endeavor includes cooperative financing, cooperative development, or any form of cooperative economic development activity. The state of Louisiana has entered into cooperative endeavor agreements with certain entities aimed at developing the economy of the state. The liability outstanding as of June 30, 2001, by funding source, is as follows:

<u>Funding Source</u>	<u>Balance</u> <u>June 30, 2001</u>
State General Fund	\$ _____
Self-generated revenue	_____
Statutorily dedicated revenue	_____
General obligation bonds	_____
Federal funds	_____
Interagency transfers	_____
Other funds/combination	_____

Be sure that you do not double count encumbrances reported in note L.

**NOTE:** Amounts in excess of contract limits cannot be used to reduce the outstanding contract balance at June 30, 2001. For example, if a contract specifies a percentage of usage for each month (25%) and usage exceeds that percentage (75%), you cannot claim actual usage that exceeds contract requirements (50%).

**NOTE:** In order to compute your ending balances by funding source, you should begin with your balances at June 30, 2000. These amounts will be increased by amounts for new contracts and amendments and decreased for payments as well as for liquidations.

**Y. GOVERNMENT-MANDATED NONEXCHANGE TRANSACTIONS (GRANTS) – Not**  
Applicable

The following government-mandated nonexchange transactions (grants) were received during fiscal year 2000-2001:

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<u>CFDA Number</u>	<u>Program name</u>	<u>State Match Percentage</u>	<u>Total Amount of Grant</u>
		%	\$
<b>Total government-mandated nonexchange transactions (grants)</b>			<b>-0-</b>

**Z. SUBSEQUENT EVENTS (Describe) – Not applicable**



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**(N) RELATED PARTY TRANSACTIONS**

**State of Louisiana, Department of Health and Hospitals**

The State of Louisiana, through the governor's office, approves the appointment of 3 of the 12 members of the Board of Governors of the Authority. A material part of the Authority's revenues are received from State appropriation. The State appropriation, including amounts received from the Department of Health and Hospitals for the year ended June 30, 2001, provided actual revenues of \$13,416,363 (76 percent of total revenues). Revenue receivable from the State of Louisiana totaled \$370,528 as of June 30, 2001.

Other services provided by the Department of Health and Hospitals at no cost to the Authority included the maintenance of certain accounting records, retirement plan administration, insurance plan administration, and legal services provided by General Counsel. The Department also provided the Authority with various types of equipment and office furniture.

**Jefferson Parish**

Jefferson Parish, through the parish council office, approves the appointment of 9 of the 12 members of the Board of Governors. Under administrative agreements with Jefferson Parish, the Authority received \$1,196,562 of revenue for the year ended June 30, 2001. Jefferson Parish did not owe the Authority any funds as of June 30, 2000 related to these agreements.

During the year ended June 30, 2000, the Authority entered into a cooperative endeavor agreement with Jefferson Parish to provide the funds needed to construct a social detox facility through renovations to the Westbank facility. Under the agreement, Jefferson Parish agrees to advance up to \$500,000 of funds dedicated to the Authority. The Authority will reimburse the funds advanced through a reduction of future revenues dedicated to the Authority. As of June 30, 2001, \$500,000 of these funds were advanced and \$400,000 are included in deferred revenue.

The Authority also received from Jefferson Parish grant revenues of \$306,760 and \$310,164 for other agreements entered into with Jefferson Parish and local law enforcement agencies. Jefferson Parish owed the Authority \$122,938 as of June 30, 2001 under grant and other agreements.

Other services provided by Jefferson Parish at no cost to the Authority included legal counsel by the Jefferson Parish Attorney's Office, use of various types of equipment and office furniture, and buildings for the Westbank clinic to operate.

**Other**

A member of the Authority's Board of Governors is a partner in a medical practice that the Authority has contracted with to provide services to the Authority's clients. Services for the year ended June 30, 2001 totaled \$36,450, of which \$6,150 was payable at June 30, 2001 and is included in accounts payable on the balance sheet.